

## DAU 4-5 Delegation and Authority System Policy

Policy Code	Policy Name		
DAU 4-5	Delegation and Authority System Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
HR Directorate	10/2023	10/2027	

### 1. Policy Purpose

This policy aims to define the limits of authority designated to specified positions of responsibility within DAU and governs the rules, regulations and procedures followed in appointing an acting person in-charge during the absence of middle or senior post staff members as well as the process for delegation of authority.

### 2. Policy Scope

This policy is applied for delegated and authorized DAU's employees.

### 3. Policy Statement

DAU has an effective approved delegation system.

### 4. Policy Procedures

#### Granting of Authority

- Delegations of authority should be limited both in scope, number, and time frame to those which are necessary to achieve efficiency while maintaining accountability.
- The delegated person should be held accountable for his/her actions while using the delegated authority and power.
- Delegations of authority should be appropriate to enhance the effectiveness and efficiency of the operation without risking the integrity of the internal control necessary for accountability.
- It is required that individuals who receive delegations of authority have actively participated in the activities they will be conducting and have sufficient knowledge of the university policies, rules, laws, regulations, and procedures to ensure compliance.
- To ensure compliance with legislation and policies referred to above, the Delegated person shall receive training from the Delegating person.
- A delegation of authority shall be proper with the employee's role and responsibility within the organization.
- Each department is responsible for managing and monitoring its departmental delegations of authority. This includes maintaining official files of all delegations of authority and conducting annual reviews of all the delegations to ensure that they are revised as necessary. Employees with delegated authority are accountable for the documents they sign and shall be responsible for assuring payment, performance, and adequate record-keeping.

#### Acting Appointments

- During the absence of any of the middle (Head of departments/Directors/Heads of Units) posts or senior posts (University Vice-President/Deans of colleges, Dean of Admission, Registration, and student affairs, CEO, General Directorate of Planning, Development & Quality Assurance, etc.) the University President

assumes their responsibilities or appoints a staff member to act on their behalf. The University President must specify the period of the acting appointment through an official memo or e-mail.

- During the absence of the University President, the acting person in-charge will be the University Vice-President.
- During the absence of the Dean of Admission, Registration, and student affairs, the University Vice-President appoints an acting Dean.
- During the absence of the General Directorate of Planning, Development & Quality Assurance, the person acting in-charge will be the deputy director for Planning, Development & Quality Assurance.
- During the absence of an Administrative Director, the CEO appoints a person to be in charge.
- During the absence of an Academic Department Head, the Dean of College makes a recommendation for an acting Head and the Vice Rector for Academic Affairs approves or otherwise appoints a person to be in charge.
- During the absence of the Dean of College, the University Vice-President makes a recommendation for an acting Dean.
- The person in-charge acting must operate within the delegation limits set by the middle or senior post staff member.
- The acting person in-charge must maintain continuous communication with the middle or senior post staff members.
- Acting appointments in the areas of Finance, contracting and Human Resources are governed by the policies and procedures of each respective department.

#### A delegation of authority

A delegation of authority shall become effective on the date the delegation is fully executed. Delegations shall continue until revoked or modified because the delegate leaves the position or has his/her duties and responsibilities changed to broaden or lessen the limits of delegation. The departments are responsible for maintaining active and up to date delegations of authority and should review all delegations annually to assure that the delegations on file with the Controller are up to date. The delegation must be fully executed before any documents are signed by the Delegate.

#### 5. Related Policies/ Documents/ Forms

DAU 4-3 Code of conduct policy  
DAU 4-10 Faculty members and Professional Staff Role Policy  
DAU 4-11 Faculty members and Staff Disciplinary Policy  
DAU 4-14 Conflict of Interest Policy

#### 6. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
1	01/12/2014	1 <sup>st</sup> issue of the policy
2	07/12/2016	Policy updates to meet new requirements
3	05/12/2021	Exceptions has been added
4	10/2023	Comprehensive update of the policy