



FACULTY OF ARTS AND SOCIAL SCIENCES

Reg.no. HS 2023/1032

Delegation of Authority at the Faculty of Arts and Social Sciences

Approved by the dean 25 August 2023

Decision:	HS 88/23	Reg.no:	HS 2023/1032	Replaces:	HS 124/20	Reg.no:	HS 2020/853
Applies from:	25 August 2023	Until:	further notice	Officer:	Susanna Forsberg		

Table of contents

General principles and information	3
1. Finances and agreements	4
Dean's delegation to head of department	4
Dean's delegation to centre directors (CD) and equivalent	5
Dean's delegation to administrative head (admin head)	6
2. Education.....	6
Faculty board's delegation to the dean.....	6
Faculty board's delegation to the head of department	6
Faculty board's delegation to the committee for third-cycle studies (CTCS).....	7
Faculty board's delegation to the course syllabus group (CSG)	7
Dean's delegation to head of department	7
Dean's delegation to the director of studies (DoS)	8
Dean's delegation to examiner	8
Dean's delegation to examiner for third-cycle students/doctoral examiner (ExTC).....	8
Dean's delegation to programme director (PD).....	9
Dean's delegation to VAL project manager (VAL PM)	9
Dean's delegation to education and research coordinator (ERC)	9
Dean's delegation to the committee for third-cycle studies (CTCS).....	9
3. Organisation and management, et cetera.....	10
Dean's delegation to head of department	10
Dean's delegation to administrative head.....	10
4. Staff.....	11
Faculty board's delegation to the dean.....	11
Dean's delegation to head of department	11
Dean's delegation to administrative head.....	13
5. Further information	14
Faculty board's delegation to the dean.....	14
APPENDIX 1.....	15

General principles and information

At Karlstad University, decision-making processes on all levels shall be transparent and accessible. The delegation of authority should be clear and well defined, and delegation shall be given in such a way that matters are treated efficiently and with the appropriate expertise. This document stipulates the powers of decision that are particularly important in clarifying functions and allocation of responsibilities in the organisation. Authority is delegated according to the principle that power of decision should be related to the organisational level of a task. Responsibility and authority shall go hand in hand. In addition to the powers of decision presented here, officials as well as deciding and preparatory bodies have the authority to make decisions in their areas of responsibility, based on the determined organisational structure, allocation of responsibilities, or appointment to a certain position.

This delegation of authority applies to the Faculty of Arts and Social Sciences and supplements the Vice-Chancellor's Delegation of Authority (VCDA). The document does not encompass all conceivable cases. VCDA includes the right of the dean and faculty board to subdelegate certain matters. This document includes a table column referencing the section of VCDA specifying the dean's or faculty board's right to subdelegate the matter.

Subdelegation decisions by the dean are made through this document in some matters. Other matters subdelegated by the dean or faculty board fall under separate dean's decisions (DD), faculty board decisions (FBD), or vice-chancellor's decisions (VCD). Which decision applies for each matter is indicated in the table column *According to decision*.

A number of related matters or a single matter may be delegated to a body or to an individual official. The power of decision may be subdelegated, if not otherwise stipulated by law, or in the delegation decision. The delegation decision shall clearly show who is delegating what to whom, as well as the time period of delegation.

Delegations may be revoked or reassigned by the delegator. The revocation may be general, for a number of related matters, or for a specific matter. A delegatee may also, if needed, defer the matter back to the delegator.

1. Finances and agreements

Dean's delegation to head of department

	General	According to decision	May be subdelegated by the head of department	VCDA
1.1	Decisions about financial transactions in the faculty's area of operation (Goods and services shall be purchased according to the University's procurement policy.)	This document.	Yes, up to SEK 20,000	1.14
1.2	Power of signature on behalf of the university for amounts that fall within the current financial limits after documented review* and consultation with the dean.	This document.	No	1.15
1.2	Signing agreements in the department's area of operation with a binding contractual period of up to five years, and with a total contractual value not exceeding SEK 250,000, after documented review.*	This document and person-specific dean's decisions regarding power of signature for heads of department made annually.	No	1.16

	Externally financed activities in the department's area of operation	According to decision	May be subdelegated by the head of department	VCDA
1.3	Approving applications for external funding from councils, foundations, the EU, etc., for amounts of up to SEK 250,000, after documented review.* (The amount refers to the University's share in the project.)	This document and person-specific dean's decisions regarding power of signature for heads of department made annually.	No	1.18
1.4	Signing agreements for grants, contract education or research, or collaborative research for amounts up to SEK 250,000 after documented review.* (The amount refers to the University's share in the project.)	This document and person-specific dean's decisions regarding power of signature for heads of department made annually.	No	1.19
1.5	Approving the receipt and administration of research funds for amounts up to SEK 250,000, and after documented review.* (The amount refers to the University's share in the project.)	This document and person-specific dean's decisions regarding power of signature for heads of department made annually.	No	1.20

* Documented review means that the prerequisites for the legal act must be adequately investigated through drafting or reviewing agreements, budgets, etc., as well as be within the established loan limits and in accordance with internal policy documents.

Dean's delegation to centre directors (CD) and equivalent

	General	According to decision	May be subdelegated by CD	VCDA
1.6	Decisions about financial transactions in the research centre's area of operation. (Goods and services shall be purchased according to the University's procurement policy.)	This document.	Yes, up to SEK 20,000	1.14
1.7	Power of signature on behalf of the university for amounts that fall within the current financial limits after documented review* and consultation with the dean.	This document.	No	1.15
1.8	Signing agreements in the research centre's area of operation with a binding contractual period of up to five years, and with a total contractual value not exceeding SEK 250,000, after documented review.*	This document and person-specific dean's decisions regarding power of signature for CD and equivalent made annually.	No	1.16

	Externally financed activities in the research centre's area of operation	According to decision	May be subdelegated by CD	VCDA
1.9	Approving applications for funding from external financiers for amounts of up to SEK 250,000, after documented review.* (The amount refers to the University's share in the project.)	This document and person-specific dean's decisions regarding power of signature for CD and equivalent made annually.	No	1.18
1.10	Signing agreements for grants, contract education or research, or collaborative research for amounts up to SEK 250,000 after documented review.* (The amount refers to the University's share in the project.)	This document and person-specific dean's decisions regarding power of signature for CD and equivalent made annually.	No	1.19
1.11	Approving the receipt and administration of research funds for amounts up to SEK 250,000, and after documented review.* (The amount refers to the University's share in the project.)	This document and person-specific dean's decisions regarding power of signature for CD and equivalent made annually.	No	1.20

* Documented review means that the prerequisites for the legal act must be adequately investigated through drafting or reviewing agreements, budgets, etc., as well as be within the established loan limits and in accordance with internal policy documents.

Dean's delegation to administrative head (admin head)

	General	According to decision	May be subdelegated by admin head	VCDA
1.12	Decisions about financial transactions in the office's area of operation. (Goods and services shall be purchased according to the University's procurement policy.)	This document.	Yes, up to SEK 20,000	1.14
1.13	Power of signature on behalf of the university for amounts that fall within the current financial limits after documented review* and consultation with the dean.	This document.	No	1.15
1.14	Signing agreements in the office's area of operation with a binding contractual period of up to five years, and with a total contractual value not exceeding SEK 250,000, after documented review.*	This document and person-specific dean's decisions regarding power of signature for admin heads made annually.	No	1.16

* Documented review means that the prerequisites for the legal act must be adequately investigated through drafting or reviewing agreements, budgets, etc., as well as be within the established loan limits and in accordance with internal policy documents.

2. Education

Faculty board's delegation to the dean

	First-cycle and second-cycle education	According to decision	May be subdelegated by dean	VCDA
2.1	Course establishment and discontinuation.	FBD HS 2020-06-11 & FBD HS 2013-04-25	Yes	2.9
2.2	Approving revised general syllabi after "minor adjustments" for study programmes within the faculty's area of operation.	FBD HS 2020-06-11 & FBD HS 2013-01-17	No	2.10

Faculty board's delegation to the head of department

	First-cycle and second-cycle education	According to decision	May be subdelegated by the head of department	VCDA
--	--	-----------------------	---	------

2.3	Approving or rejecting revised reading lists. (Reading lists are technically an appendix to the course syllabus and are approved in conjunction with the syllabus. However, reading lists are often revised without any change to the course syllabus being made.)	FBD HS 2020-06-11 & FBD HS 2013-02-14	Yes	(2.10)
------------	---	---------------------------------------	-----	--------

Faculty board's delegation to the committee for third-cycle studies (CTCS)

	Third-cycle studies	According to decision	May be subdelegated by CTCS	VCDA
2.4	Deciding whether to establish a place in third-cycle studies if the doctoral student is externally funded throughout their studies.	FBD HS 2020-06-11 & FBD HS 2013-01-17	No	2.14
2.5	Admission for third-cycle studies based on proposals from the subject/office.	FBD HS 2020-06-11 & FBD HS 2013-01-17	No	2.15
2.6	Approving or rejecting course syllabi for third-cycle studies. (Reading lists technically form an appendix to the course syllabus and are approved in conjunction with the syllabus.)	FBD HS 2020-06-11 & FBD HS 2013-01-17	No	-
2.7	Approving or rejecting qualification requirements for third-cycle studies.	FBD HS 2020-06-11 & FBD HS 2013-01-17	No	-

Faculty board's delegation to the course syllabus group (CSG)

	First-cycle and second-cycle education	According to decision	May be subdelegated by CSG	VCDA
2.8	Approving course syllabi for courses within the faculty's area of operations.	FBD HS 2020-06-11 & FBD HS 2013-01-17	No	2.10
2.9	Approving or rejecting qualification requirements for first-cycle and second-cycle studies.	FBD HS 2020-06-11 & FBD HS 2013-01-17	No	-

Dean's delegation to head of department

	First-cycle and second-cycle education	According to decision	May be subdelegated by the head of department	VCDA
2.10	Course establishment and discontinuation.	DD HS 106/20 (also refer to 2.1)	No	-

2.11	Ensuring the course classification complies with the standard classification approved for the main field in RB 12/18. (A check should be carried out in conjunction with the approval of a course syllabus. If inaccurate classification is not changed, a request for exemption should be submitted to the course classification committee.)	This document and DD HS 38/18	Yes	-
2.12	Ensuring that course evaluation analyses are posted on the University website.	This document.	Yes	-

Dean's delegation to the director of studies (DoS)

	First-cycle and second-cycle education	According to decision	May be subdelegated by DoS	VCDA
2.13	Making decisions about credit transfer based on qualitative targets (general ECTS credits). Exceptions apply to the VAL project, refer to 2.17. (Should be carried out as necessary after consultation with the study and career counsellor. No need to prepare and report on matters.)	DD HS 118/20	No	2.19

Dean's delegation to examiner

	First-cycle and second-cycle education	According to decision	May be subdelegated by the examiner	VCDA
2.14	Approval or rejection of credit transfer for complete or partial courses. Exceptions apply to courses included in the VAL project, refer to 2.18. (To be carried out as necessary after consultation with the study and career counsellor. No need to prepare and report on matters.)	DD HS 119/20	No	2.18

Dean's delegation to examiner for third-cycle students/doctoral examiner (ExTC)

	Third-cycle studies	According to decision	May be subdelegated by ExTC	VCDA
2.15	Approving or rejecting credit transfer. (No need to prepare and report on matters.)	DD HS 110/20	No	2.23

Dean's delegation to programme director (PD)

	First-cycle and second-cycle education	According to decision	May be subdelegated by PD	VCDA
2.16	Deciding about course replacement. (No need to prepare and report on matters.)	DD HS 84/14	No	2.20

Dean's delegation to VAL project manager (VAL PM)

	First-cycle and second-cycle education	According to decision	May be subdelegated by VAL PM	VCDA
2.17	Making decisions about credit transfer based on qualitative targets (general ECTS credits) within the VAL project after consultation with the director of studies or programme director.	DD HS 118/20	No	2.19
2.18	Approval or rejection of credit transfer for complete or partial courses within the VAL project after consultation with the examiner.	DD HS 119/20	No	2.18

Dean's delegation to education and research coordinator (ERC)

	Third-cycle studies	According to decision	May be subdelegated by ERC	VCDA
2.19	Approving individual study plans for third-cycle students. Third-cycle student refers to those who have been admitted to and pursue third-cycle studies, according to the Higher Education Ordinance Chap. 1 Sect. 4.	DD HS 77/23	No	2.22

Dean's delegation to the committee for third-cycle studies (CTCS)

	Third-cycle studies	According to decision	May be subdelegated by CTCS	VCDA
2.20	Deciding about supervisors, including one principal supervisor, and examiners for third-cycle students.	DD HS 109/20	No	2.25

3. Organisation and management, et cetera

Dean's delegation to head of department

	General	According to decision	May be subdelegated by the head of department	VCDA
3.1	Responsibility for information to employees and students.	This document.	No	-

	Task distribution	According to decision	May be subdelegated by the head of department	VCDA
3.2	Deciding the task distribution in the respective departments. Task distribution shall take into account organisational needs, employee skills, individual requests, faculty/department ambitions, and available resources pursuant to local working hour agreements.	This document.	Yes	-

	Work environment	According to decision	May be subdelegated by the head of department	VCDA
3.3	Implementation of systemic work environment measures and responsibility for the work environment tasks delegated by the dean via the template for work environment task delegation. A list of work environment tasks that the dean can delegate can be found in appendix 1.	This document and the person-specific filled-out template for work environment task delegation.	No	3.14 (3.13)
3.4	Implementing systemic fire safety measures.	This document.	No	3.15

Dean's delegation to administrative head

	General	According to decision	May be subdelegated by admin head	VCDA
3.5	Responsibility for information to employees and students.	This document.	No	-

	Task distribution	According to decision	May be subdelegated	VCDA
--	--------------------------	------------------------------	----------------------------	-------------

			by admin head	
3.6	Decision-making regarding the task distribution in the administrative office. Task distribution shall take into account organisational needs, employee skills, individual requests, faculty/department ambitions, and available resources pursuant to local working hour agreements. Task distribution for departmental service staff shall be determined in consultation with the respective heads of department. Changes to the duties of such staff shall be made in consultation with the respective heads of department.	This document.	Yes	-

	Work environment	According to decision	May be subdelegated by admin head	VCDA
3.7	Implementation of systemic work environment measures and responsibility for the work environment tasks delegated by the dean via the template for work environment task delegation. A list of work environment tasks that the dean can delegate can be found in appendix 1.	This document and the person-specific filled-out template for work environment task delegation.	No	3.14 (3.13)
3.8	Implementing systemic fire-safety measures.	This document.	No	3.15

4. Staff

Faculty board's delegation to the dean

	General	According to decision	May be subdelegated by dean	VCDA
4.1	Decisions regarding new members and alternates in committees established by the faculty board, should the persons appointed by the faculty board choose to leave their position before their term expires (does not apply to the chair).	FBD HS 2020-06-11 & FBD HS 2013-01-17	No	-
4.2	Decision-making regarding experts in docent matters.	FBD HS 2020-06-11 & FBD HS 2013-01-17	No	-

Dean's delegation to head of department

	General	According to decision	May be subdelegated	VCDA
--	----------------	------------------------------	----------------------------	-------------

			by the head of department	
4.3	Preparation of employment matters.	This document.	Yes	-
4.4	Appointing teachers paid on an hourly basis.	This document.	Yes	-
4.5	Representing the employer at salary reviews for department employees, in accordance with the University's salary policy and in keeping with determined guidelines and agreements.	This document.	No	4.10
4.6	Determining the hourly rate for a teacher newly-appointed on an hourly basis, based on provisions in local agreements.	This document.	Yes	-
4.7	Leadership and task distribution at the department and decision-making regarding: <ul style="list-style-type: none"> • duties • overtime/additional time and compensational leave • assigning leave periods • official business trips • leave of absence Leave periods for teachers are regulated in a local agreement.	This document.	Yes	4.15
4.8	Sideline occupations: <ul style="list-style-type: none"> • approving employees' reported sideline occupations • determining that a sideline occupation cannot be approved under current regulations and indicating that an employee may not commence or has to discontinue such a sideline occupation. (Generally no need to prepare and report on matters. However, difficult or legally complex matters shall always be decided by the dean based on a report.)	DD HS 105/20	No	4.16
4.9	Assigning working hours.	This document.	Yes	-
4.10	Making separate agreements regarding working hours and non-regulated working hours (in consultation with the head of HR) pursuant to the working hours agreement.	This document.	No	-
4.11	Issuing recommendation letters.	This document.	Yes	
4.12	Appointing directors of studies.	This document.	No	4.18
4.13	Appointing heads of subject/coordinators.	This document.	No	4.18

Dean's delegation to administrative head

	General	According to decision	May be subdelegated by admin head	VCDA
4.14	Preparing employment matters.	This document.	Yes	-
4.15	Recruitments Deciding on initiating/terminating recruitment of technical and administrative staff, for permanent or fixed term employment at the faculty.	DB HS 63/23	No	4.6
4.16	Appointing teachers paid on an hourly basis.	This document.	Yes	-
4.17	Representing the employer at salary reviews for office employees, in accordance with the University's salary policy and in keeping with determined guidelines and agreements.	This document.	No	4.10
4.18	Leadership and task distribution at the department and decision-making regarding: <ul style="list-style-type: none"> • duties • overtime/additional time and compensational leave • assigning leave periods • official business trips • leave of absence 	This document.	Yes	4.15
4.19	Sideline occupations: <ul style="list-style-type: none"> • approving employees' reported sideline occupations • determining that a sideline occupation cannot be approved under current regulations and indicating that an employee may not commence or has to discontinue such a sideline occupation. (Generally no need to prepare and report on matters. However, difficult or legally complex matters shall always be decided by the dean based on a report.)	DD HS 105/20	No	4.16
4.20	Assigning working hours.	This document.	Yes	-
4.21	Task distribution and planning.	This document.	Yes	-
4.22	Making separate agreements regarding working hours and non-regulated working hours (in consultation with the head of HR) pursuant to the working hours agreement.	This document.	No	-
4.23	Issuing recommendation letters.	This document.	Yes	-

4.24	Authority to assign premises for faculty use.	This document.	No	-
-------------	---	----------------	----	---

5. Further information

Faculty board's delegation to the dean

	General	According to decision	May be subdelegated by dean	VCDA
5.1	Decision-making in urgent matters and matters of a routine nature.	FBD HS 2020-06-11 & FBD HS 2013-01-17	No	-

APPENDIX 1

A list of work environment tasks that the dean can subdelegate

Which work environment tasks listed below that the dean subdelegates to the head of department and administrative head is specified in person-specific templates¹ for work environment task delegation. Delegation, contents, and additional conditions are discussed at the annual employee review. Duties that have not been delegated are retained by the superior.

Delegates shall possess the mandate, resources, and competence required for the task. Should a delegatee lack the necessary resources or competence or for any other reason be unable to achieve a satisfactory fulfilment or resolution of a work environment issue, the delegatee is obligated to inform the delegator thusly in no uncertain terms.

Delegates are to ensure their area of operations' compliance with the requirements and intentions of work environment laws with associated provisions and directions, and to ensure compliance with University guidelines for local work environment measures.

General duties
Ensuring knowledge of and compliance with policies and regulations regarding work environment, safety, health maintenance, gender equality, diversity, sexual harassment, discrimination, and crisis procedure.
Ensuring the existence of specific work environment protocol where necessary. Ensuring dissemination of and compliance with that protocol.
Ensuring that work environment problems are resolved or, if he or she lacks the necessary mandate or competence, deferring the matter back to the superior.
Taking into account necessary work environment investments when working on the budget.
Reviews, action plans, and impact assessments
Ensuring the execution of and compliance with annual <i>physical</i> safety inspections and action plans related to the work environment. Carried out in cooperation with the safety representative.
Ensuring the execution of and compliance with annual <i>psychosocial</i> safety inspections and action plans related to the work environment. Carried out in cooperation with the safety representative.
Ensuring the execution of risk assessments, impact assessments, and action plans in the event of operational changes. Carried out in cooperation with the safety representative.
Safety, incidents, accidents
Ensuring that <i>employees</i> are informed about how to conduct tasks to prevent accidents and ill health due to work.
Ensuring that <i>employees</i> are informed about particular work-related hazards, any protective structures and their functions, and the location of the nearest first aid kit.
Ensuring that <i>employees</i> are informed about the obligation to use existing protective structures and follow safety regulations.
Ensuring that <i>students</i> are informed about particular work-related hazards, any protective structures and their functions, and the location of the nearest first aid kit.

¹ The template is university-wide and a blank version is available from Dokumenthörnan.

Ensuring that <i>students</i> are informed about the obligation to use existing protective structures and follow safety regulations.
Ensuring that work-related accidents, illness, and incidents as well as occupational injuries are reported in accordance with the occupational injury insurance act. Internal protocol must be followed. In cooperation with the safety representative.
Ensuring that serious accidents or incidents are immediately reported to the Swedish Work Environment Authority pursuant to internal protocol.
Ensuring that a sufficient number of people have been trained in first aid/CPR, that their skills are maintained, and that other team members know who has had training.
Ensuring a sufficient number of people having had fire safety training.
Introduction, training, and development
Conducting annual employee reviews with every employee.
Ensuring professional development plans for every employee.
Ensuring that persons with work environment tasks possess the competence and resources required.
Ensuring a proper induction for all new employees.
Ensuring the execution of exit interviews with employees who are leaving after a long period of employment.
Work climate
Ensuring regular department/subject/office meetings in the respective area of operations.
Ensuring the balance of each person's duties with available time, skills, and other conditions to prevent stress.
Illness and rehabilitation²
Ensuring a contact for the reception of reported sick leave in the office and ensuring that employees are familiar with sick leave protocol.
Ensuring that work adjustment and rehabilitation for office employees is functional and complies with internal protocol.
Ensuring that office sick leave statistics are regularly monitored.
Contacting employees who are off sick after 10 days and staying in touch.
Office-specific duties, such as chemicals, premises, ergonomics
Ensuring proper management of materials and chemicals so as to prevent the risk of ill health or accidents.
Ensuring the maintenance, checks, and inspections of technical equipment.

² An exhaustive description is available in the document on rehabilitation policy at Karlstad University: Rehabiliteringsarbetet vid Karlstads universitet