

ADMINISTRATION COMMITTEE MATRIX OF DECISION-MAKING AUTHORITY

	TYPE OF REQUEST	SOURCE OF AUTHORITY	REQUESTED BY	CONSULTATION REQUIRED	RECOMMENDATION BY	APPROVAL BY	DISTRIBUTION FOR INFORMATION PURPOSES AFTER APPROVAL
	STRATEGIC PLAN						
1	University of Ottawa strategic plan	Terms of Reference AC	President, VP Academic and Provost and VP Resources, according to process in place	1. University community 2. AC/Deans Council	1. AC 2. BoG Executive Committee	1. Senate 2. BoG	
2	Strategic plan Scorecard and performance indicators	Terms of Reference AC	President, VP Academic and Provost and VP Resources according to process in place	AC/Deans Council	1. AC 2. BoG Executive Committee	BoG	
3	Faculty academic strategic plans	Terms of Reference AC	Dean		VP Academic and Provost	Review by AC to ensure link with University strategic plan	
4	Faculty Scorecards	Terms of Reference AC	Dean		VP Academic and Provost	Review by AC to ensure link with University Scorecard	
5	Service strategic plans	Terms of Reference AC	Head of service		Relevant VP	Review by AC to ensure link with University strategic plan	
	ADMINISTRATION AND STRATEGIC SUPPORT OF THE UNIVERSITY'S ACADEMIC MISSION						
6	Registration goals (targets) by faculty	Terms of Reference AC	SEM and Dean		VP Academic and Provost	AC	1. BoG Executive Committee 2. BoG
7	Triennial recruitment plans of faculties	Terms of Reference AC	Dean according to criteria in place	1. Faculty in question 2. SEM	VP Academic and Provost	AC	
8	Financial aid A) Scholarships and bursary policy B) Financial aid policy	Policy 112	SEM or FGPS, as the case may be	AC/Deans Council	VP Academic and Provost	AC	
9	Administrative, complementary and incidental fees	According to regulatory framework in place	VP Academic and Provost and VP Resources	AC/Deans Council	AC	BoG Executive Committee	
10	Tuition fees	According to regulatory framework in place	VP Academic and Provost and VP Resources	AC/Deans Council	1. AC 2. Finance and Treasury Committee	BoG	
11	Respecting the University's francophone mandate	Terms of Reference AC	VP Academic and Provost	AC/Deans Council	VP Academic and Provost	AC	
12	Implementation of international positioning strategies	Terms of Reference AC	VP Academic and Provost and VP Research	AC/Deans Council	VP Academic and Provost and VP Research	AC	
13	International agreements with financial impact	Terms of Reference AC	International Office or Office of International Research		VP Academic and Provost and VP Research	AC	
	ADMINISTRATIVE SUPPORT FOR RESEARCH MISSION						
14	Canadian Foundation for Innovation major competition projects	Terms of Reference AC	Faculty	Internal Selection Committee	VP Research	AC	
15	Creation of Research Centre	Research centre creation guidelines	Dean	Research Commission	VP Research	AC	
16	Guidelines on accepting external research financing	Terms of Reference AC	VP Research	AC/Deans Council	1. VP Research 2. AC	Senate	BoG Executive Committee

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17	Research chair mandates	Terms of Reference AC	Dean	Chairs Committee		1.VP Research 2. AC if financial requirement	
	OPTIMIZING RESOURCES AND ASSETS						
	Budget and finance management						
18	Establishing annual budgetary process and timetable	According to process in place	VP Resources and VP Governance	AC/Deans Council	VP Resources	1. AC 2. Finance and Treasury Committee	
19	Determining envelopes for budget requests	According to process in place	VP Resources	AC/Deans Council	VP Resources	AC	
20	Approval of annual budget requests	According to process in place	VP Resources	AC/Deans Council	VP Resources	AC	
21	Approval of periodic financial reports (projections etc.)	Terms of Reference Finance and Treasury Committee	VP Resources		1. VP Resources 2. AC	1. Finance and Treasury Committee 2. BoG	AC/Deans Council
22	Annual University budget or provisional expense authorization (including capital budget and in connection with strategic plan)	University of Ottawa Act	VP Resources	AC/Deans Council	1. VP Resources 2. AC 3. Finance and Treasury Committee	BoG	
23	Borrowing funds on University account over line of credit	University of Ottawa Act	VP Resources		1. VP Resources 2. AC 3. Finance and Treasury Committee	BoG	
24	Mortgaging or giving as security all or part of University property	University of Ottawa Act	VP Resources		1. VP Resources 2. AC 3. Finance and Treasury Committee	BoG	
25	Issuing, pledging or selling bonds and debentures	University of Ottawa Act	VP Resources		1. VP Resources 2. AC 3. Finance and Treasury Committee	BoG	
26	Property rentals when transaction value is less than \$500,000 or is for ten years or more	Terms of Reference AC	VP Resources		VP Resources	AC	
27	Purchases or sales of property when transaction value is less than \$500,000	Terms of Reference AC	VP Resources		VP Resources	AC	
28	Rentals, purchases and sales of property when transaction value is greater than \$500,000 and less than \$5 million	Terms of Reference AC	VP Resources		1. VP Resources 2. AC	Finance and Treasury Committee	
29	Rentals, purchases and sales of property when transaction value is greater \$5 million	Terms of Reference AC	VP Resources		1. VP Resources 2. AC 3. Finance and Treasury Committee	BoG	
30	Capital asset or IT project budget overruns of less than 10% of the approved value of the project or less than \$5 million	Terms of Reference AC	VP Resources		VP Resources	AC	
31	Capital asset or IT project budget overruns of more than 10% of the approved value of the project or more than \$5 million	Terms of Reference AC	VP Resources		1. VP Resources 2. AC	Finance and Treasury Committee	

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32	Parking fees	Terms of Reference AC	Parking Committee		VP Resources	AC	
33	Housing: fees and criteria	Terms of Reference AC	Housing Service Advisory Committee		VP Resources	AC	
	Capital plan						
34	Capital plan	Terms of Reference AC	VP Resources	AC/Deans Council	1. VP Resources 2. AC 3. BoG Executive Committee	BoG	
	Human resources						
35	Appointments and renewals or extensions of terms of deans or Chief Librarian	Appointment process for dean or for chief librarian	According to University policies and procedures		1. President or VP Academic and Provost 2. AC	BoG Executive Committee	
36	Appointments and renewals or extensions of terms of associate vice-presidents or equivalents	Appointment process for associate vice-president	According to University policies and procedures		Relevant VP	AC	
37	Creation or abolition of new categories of associate vice-presidents or equivalents	Appointment process for associate vice-president	According to University policies and procedures	AVP Human Resources	1. Relevant VP 2. AC	BoG Executive Committee	
38	Setting financial and other parameters for collective bargaining team	Terms of Reference Finance and Treasury Committee	VP Resources VP Academic and Provost for faculty	1.AC/Deans Council 2. AVP Human Resources 3. AVP Financial Resources	1. Relevant VP 2. AC 3. BoG Executive Committee	Finance and Treasury Committee	
39	Ratification of collective agreements with unionized University staff as well as settlements and salary policies affecting non-unionized groups	Terms of Reference BoG Executive Committee	VP Resources VP Academic and Provost for faculty	AVP Human Resources	1. VP Resources 2. AC	BoG Executive Committee	
40	Professors' retirement allowances (individual cases)	Terms of Reference AC		AVP Human Resources	VP Academic and Provost	AC	
41	Hires at more than 100% of salary grade scale maximum	Terms of Reference AC	Relevant VP	AVP Human Resources	VP Resources	AC	
42	Disciplinary measures against faculty members: violations of article 10 on professional ethics	Collective agreement 39.2	Inquiry committee	1. Dean 2. AVP Human Resources	1. VP Academic and Provost 2. AC	BoG Executive Committee	
43	Disciplinary measures against faculty members: other causes	Collective agreement 39.4	Dean	AVP Human Resources	1. VP Academic and Provost 2. AC	BoG Executive Committee	
44	Creation of new teaching positions in connection with strategic initiatives	Outside of budgetary process in place	Dean	1. AVP Human Resources 2. AVP Financial Resources	VP Academic and Provost and VP Research	AC	
45	Creation of regular support staff positions based on new tasks or tasks performed by term staff -Regularization of support staff positions from term positions using global budget	According to budgetary process in place	Dean or head of service	1. AVP Human Resources 2. AVP Financial Resources	Relevant VP	AC	
46	Creation of regular support staff positions based on new tasks or tasks performed by term staff -Regularization of support staff positions from term positions using regular budget	According to budgetary process in place	Dean or head of service	1. AVP Human Resources 2. AVP Financial Resources	Relevant VP	AC	

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47	Creation of new support staff positions in connection with strategic initiatives	Outside the budgetary process in place	Dean or head of service	1. AVP Human Resources 2. AVP Financial Resources	Relevant VP	AC	
48	FTE increases (full time equivalency) to support staff positions or changes in status from part time to full time	Terms of Reference AC	Faculty or service	AVP Human Resources AVP Financial Resources	Relevant VP or dean, as the case may be	AC	
49	Special agreements regarding end of contracts of professors	Terms of Reference AC	Faculty	AVP Human Resources	VP Academic and Provost	AC	
50	Special agreements relative to termination of support staff		Faculty or service		AVP Human Resources	Relevant VP or dean, as the case may be	AC
51	Abolition of filled regular support staff position	Terms of Reference AC	Head of service or dean, as the case may be	AVP Human Resources	Relevant VP	AC	
COMMUNICATIONS AND EXTERNAL RELATIONS							
52	Naming of University assets, renaming or revocation of designations	Policy 100	Ad hoc committee	Senate, if academic program	VP External Relations	AC, BoG executive Committee or BoG, depending on size of donation	
53	University communication plan	Terms of Reference AC	VP External Relations	AC/Deans Council	VP External Relations	AC	1. BoG Executive Committee 2. BoG
FUNDRAISING							
54	Fundraising strategy	Terms of Reference AC	VP External Relations	AC/Deans Council	VP External Relations	AC	1. BoG Executive Committee 2. BoG
55	Major fundraising campaigns	Terms of Reference AC	VP External Relations	AC/Deans Council	VP External Relations	AC	1. BoG Executive Committee 2. BoG
56	Creation of scholarships or bursaries (Endowment Fund) or changes to conditions (with central funds)	Policy 112	VP External Relations	Deans affected VP Research as the case may be	VP External Relations	AC	
GOVERNANCE							
57	Establishing policies and regulations required for the governance, administration, management and supervision of the University	Terms of Reference AC	Relevant VP	1. VP Governance 2. AC/Deans Council, as the case may be	1. Relevant VP 2. AC, as the case may be 3. BoG Executive, as the case may be	1. AC, as the case may be 2. BoG Executive, as the case may be 3. BoG, as the case may be	
58	Revocation or amendment of procedures required for the governance, administration, management and supervision of the University	Terms of Reference AC	Relevant VP	1. VP Governance 2. AC/Deans Council, as the case may be	Relevant VP	AC	1. BoG Executive, as the case may be 2. BoG, as the case may be