

Administration Committee Matrix for Delegation of Decision-Making Authority

	TYPE OF REQUEST	ORIGINAL SOURCE OF AUTHORITY	REQUESTED BY	CONSULTATION REQUIRED	RECOMMENDATION BY	APPROVAL BY	DISTRIBUTION FOR INFORMATION PURPOSES AFTER APPROVAL ACCORDING TO ADMINISTRATION COMMITTEE (AC)-APPROVED PLAN
<b>ADMINISTRATION AND STRATEGIC SUPPORT OF THE UNIVERSITY'S ACADEMIC MISSION</b>							
1	International agreements without financial impact		International Office or International Research Office			VP Academic and Provost and VP Research	AC
<b>ADMINISTRATIVE SUPPORT FOR RESEARCH MISSION</b>							
2	UO Press strategic plan		UO Press	CAP		VP Research	AC
3	7-year evaluation of research institutes	Guidelines for the Review of Research Centres, Institutes, and Facilities	Evaluation Committee	1. VP Research and VP Academic and Provost 2. Research Commission		VP Research and VP Academic and Provost, with action plan laid out	AC
4	Annual report on evaluation of institutes		Institute directors	Dean affected		VP Research	AC
5	7-year evaluation of research centres	Guidelines for the Review of Research Centres, Institutes, and Facilities	Evaluation Committee	1. Deans affected 2. Research Commission		VP Research	AC
6	Annual report on centres		Centre directors	Deans affected		VP Research	AC
7	3-year evaluation of research infrastructure		Internal Infrastructure Committee			VP Research	AC
8	Creation of major research infrastructure — for installations requiring additional resources or more space for an amount within allocated budgets		Dean	1. Internal Infrastructure Committee 2. AC/Deans Council		VP Research	AC
9	Creation of a research centre for an amount within allocated budgets		Dean	1. Research Commission 2. AC/Deans Council		VP Research	AC
<b>OPTIMIZING RESOURCES AND ASSETS</b>							
<b>Budget and finance management</b>							
10	Student requests for tuition fee reimbursement		Reimbursement Committee			Registrar and AVP Financial Resources	AC
11	Approval of calendar of non-statutory holidays		AVP Human Resources	VP Academic and Provost		VP Fin & Adm	AC
12	Fees for use of sports facilities		VP Fin & Adm			VP Fin & Adm	AC
<b>Human resources</b>							
<b>Senior management</b>							
13	Appointments and renewals or extensions of term: vice-deans, associate deans, assistant deans, secretaries		Selection committee, including one member chosen by the VP Academic and Provost		Selection committee	Dean	1. VP Academic and Provost 2. AC
14	Appointments and renewals or extensions of term of a vice-dean research		Selection committee, including one member chosen by the VP Research		Selection committee	Dean	1. VP Research 2. AC

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15	Appointments of service directors		Selection committee		Selection committee	Head of service / relevant VP, as case may be	AC
16	Appointments of program chairs/directors or assistant directors undergraduate or graduate studies		Dean			Dean	1. VP Academic and Provost 2. AC
17	Appointments and renewals or extensions of term of research institute directors		Interdisciplinary selection committee chaired by VP Research or his or her representative	Deans affected	Selection committee	VP Research	AC
18	Appointments and renewals or extensions of term of research centre directors		Interdisciplinary selection committee chaired by VP Research or his or her representative	Deans affected	Selection committee	VP Research	AC
19	Appointments of heads of services		Selection committee			Relevant VP	AC
20	Appointments of faculty chief administrative officers		Selection committee including member chosen by VP Fin & Adm			Dean	1. VP Fin & Adm 2. AC
<b>Faculty</b>							
21	Regular or replacement hires, unionized or non-unionized: - lecturers - assistant, associate or full professors - language teachers - visiting professors - seconded professors - Faculty of Medicine GFT, VPT or science professors - sessional professors	Collective agreement (except for GFT and VPT), University of Ottawa Act	DTPC, director, FTPC, dean, according to collective agreement		Dean	VP Academic and Provost	AC
22	Regular or replacement hires, unionized or non-unionized: - adjunct professors - clinical professors (School of Psychology)	Collective agreement (except for GFT and VPT), University of Ottawa Act	DTPC, director, FTPC, dean, according to collective agreement		DTPC, director, FTPC	Dean	1. VP Academic and Provost 2. AC
23	Regular or replacement hires, unionized or non-unionized: - postdoctoral fellows, teaching associates	Collective agreement (except for GFT and VPT), University of Ottawa Act	DTPC, director, FTPC, dean, according to collective agreement		Dean	VP Academic and Provost or VP Research, as case may be	AC
24	Hires of executives-in-residence		Faculty	AVP Human Resources		VP Academic and Provost	AC
25	Librarians: hires, promotions, continuing appointments and professional leave	Collective agreement	LPC		Dean	VP Academic and Provost	AC
26	Changes to hiring date or terms of employment (except salary and rank)		Faculty			Dean	1. VP Academic and Provost 2. AC
27	Renewals of professors' contracts	Collective agreement	DTPC, director, FTPC, dean	AVP Human Resources	Dean	VP Academic and Provost	AC

Revised July 2, 2020

The delegation of authority calls for the respect of the legislative framework in place. The terms outlined in collective agreements must also be respected. Any request for an exception must be submitted to the AC.

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28	Renewals of cross-appointments	Collective agreement and Policy 86	DTPC, director, FTPC			Dean	1. VP Academic and Provost 2. AC
29	Renewals of appointments of adjunct professors	Collective agreement	DTPC, director, FTPC			Dean	1. VP Academic and Provost 2. AC
30	Requests for reviews of YULEs and RULEs leading to potential salary modification	Collective agreement	DTPC, director, FTPC	VP Academic and Provost and AVP Human Resources, as the case may be		Dean	1. VP Academic and Provost 2. AC
31	Changes to Faculty of Medicine clinicians' status or principal department		DTPC, director, FTPC	VP Academic and Provost and AVP Human Resources, as the case may be		Dean	1. VP Academic and Provost 2. AC
32	Reclassification of Faculty of Medicine clinicians		DTPC, director, FTPC	VP Academic and Provost and AVP Human Resources, as the case may be		Dean	1. VP Academic and Provost 2. AC
33	Changes to faculty researchers' salary source and/or award of research supplement		Faculty	VP Academic and Provost and AVP Human Resources, as the case may be		Dean	1. VP Academic and Provost and VP Research 2. AC
34	Awards of administrative supplements for responsibilities conferred and/or research grants	Collective agreement	Faculty	AVP Human Resources	Dean	VP Academic and Provost or VP Research, as the case may be	AC
35	Awards of a year of credit for academic leave for the final year of a department director's term	Collective agreement	DTPC, director, FTPC	VP Academic and Provost and AVP Human Resources, as the case may be		Dean	1. VP Academic and Provost 2. AC
36	Academic leave: language teachers	Collective agreement	TPCI, director, FTPC			Dean	1. VP Academic and Provost 2. AC
37	Confirmation of receipt of doctorat (within the limits of a contract)	Collective agreement	Faculty			Dean	1. VP Academic and Provost 2. AC
38	Reductions of workload and salary under new transtion to retirement program	Collective agreement	Faculty	AVP Human Resources		Dean	1. VP Academic and Provost 2. AC
39	Elimination of budget for a position following professor's retirement and transfer of salary to faculty salary reserve		Faculty			Dean	1. VP Academic and Provost 2. AC
40	University Medical Research Fund grants to Faculty of Medicine professors		URMRF and Dean of the Faculty of Medicine		Dean of the Faculty of Medicine	VP Research	AC

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41	Retirement allowance according to regulations in force			AVP Human Resources		Dean	1. VP Academic and Provost 2. AC
42	Resignations of faculty members		Faculty			Dean	1. VP Academic and Provost 2. AC
43	Sick leave and/or long term disability leave		Faculty	AVP Human Resources		Dean	1. VP Academic and Provost 2. AC
44	Interruptions of employment for non-academic reasons (maternity leave, parental leave)		Faculty	AVP Human Resources		Dean	1. VP Academic and Provost 2. AC
45	Resumption of pay (after sick leave or other leave)		Faculty	AVP Human Resources		Dean	1. VP Academic and Provost 2. AC
	<b>Support staff</b>						
46	Hires at more than 100% of salary grade scale but within the salary grade scale		Relevant VP		AVP Human Resources	Relevant VP, dean or head of service	AC
47	Hires or appointments to positions at grade 12 or higher other than heads of central administration services		Head of service, relevant VP	AVP Human Resources		Head of service, relevant VP	1. Relevant VP 2. AC
48	Hires or appointments to positions at grade 12 or higher other than director in a faculty		Dean			Dean	1. VP Academic and Provost 2. AC
49	Internal or external postings of non-unionized support staff positions		Faculty or service	AVP Human Resources		Dean or head of service	AC
50	Creation of a temporary position following a retirement, to enable the hiring process for a replacement		Faculty or service	AVP Human Resources AVP Financial Resources		Dean or head of service	AC
51	Transfers of support staff to a T (temporary) position without remuneration following long term disability leave		Faculty or service	AVP Human Resources		AVP Human Resources	AC
52	Abolition of regular positions or reductions to FTE for vacant support staff positions	Collective agreements	Faculty or service	AVP Human Resources		Relevant VP or dean, as the case may be	AC
53	Creation, abolition ou regularization of positions with no financial impact	AC	Dean, Directors of Service		AVP, Human Resources	Relevant VP	AC
57	Retirement allowance according to regulations in force (VP, Resources)	AC	Director of Service	AVP, Human Resources	Director	VP Fin & Adm	AC

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	<b>COMMUNICATIONS AND EXTERNAL RELATIONS</b>						
	<b>Fundraising</b>						
54	Creation of scholarships or bursaries (Endowment Fund) or modifications to conditions (without central funds)		VP External Relations	Dean affected		VP External Relations	AC