

Table 11 – Deans of Faculties

Area	Delegated Responsibility	Reporting Requirement
1. General	<p>To do all things necessary to implement the approved plans, principles and policies of the University at a Faculty level, subject to the limitations listed below and recognising any areas of activity reserved by Council for its sole authority or reserved for the sole authority of the Vice-Chancellor.</p> <p>Any significant proposed activity that is outside previously approved approaches should be discussed with the Deputy Vice-Chancellor (Academic) and Provost and authorised before any commitment is made.</p>	<p>Any significant proposed activity that is outside previously approved approaches should be reported to the Deputy Vice-Chancellor (Academic) and Provost.</p>
2. Financial*	<p>Approving any operating or capital expenditure that is within the approved budget for which the position is responsible and is less than \$250,000 in total, in conformity with established policies relating to such expenditure.</p> <p>Issuing debtors invoices and adjustment notes to \$250,000.</p>	<p>Any item (or the total of related items) above \$100,000 is to be reported to the Deputy Vice-Chancellor (Academic) and Provost.</p>
3. Contracts* (other than staff employment contracts)	<ul style="list-style-type: none"> ➢ Approving contracts for the sale/lease/purchase of goods and services to a value of \$250,000, after Legal Office review#. ➢ Approving standard non research grants as long as: <ul style="list-style-type: none"> ➢ any University operating resources that are effectively committed are within the approved budget and have been agreed by the relevant budget holder; and ➢ the length of the commitment is three years or less. <p>Building contracts, leases or financial agreements of any description, research contracts and contracts with existing staff or related parties, and any payments associated with these are excluded.</p>	
4. Employment and Remuneration	<p>Initiating staff appointment processes and making remuneration adjustments (e.g. attraction, retention and responsibility loadings) within the organisational unit for which the position is responsible, in conformity with established employment policies.</p> <p>Approving all travel for Heads of School and international travel for all other staff within the Faculty/budget centre.**</p>	
5. External representation	<p>Speaking on behalf of the University, and representing the University's interests, on relevant matters relating to their portfolio including teaching and research.</p>	
<p>* This power is specific to the position and cannot be further delegated. # Legal Office review of contracts is required if changes have been made to the terms and conditions of standard UTAS contracts, or if contracts drawn up by third parties are being used. ** Further approvals are required for some types of international travel. Any travel to a country subject to a DFAT travel advisory (levels 4 and 5 only) warning must be approved by the Deputy Vice-Chancellor (Academic) and Provost. Any overseas travel for marketing or promotional purposes must be recommended by the Director, International Services.</p>		