

Table 6 – Deputy Vice-Chancellor (Academic) and Provost

Area	Delegated Responsibility	Reporting Requirement
1. General	Do all things necessary to implement the approved plans, principles and policies of the University in oversight of the day-to-day operations of the academic and administrative affairs of the University with particular responsibility for academic development. To deputise for the Vice-Chancellor during his/her absence from the University. These delegations are 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. Any significant proposed activity that is outside previously approved approaches should be discussed with the Vice-Chancellor and authorised before any commitment is made.	Any significant proposed activity that is outside previously approved approaches should be reported to the Vice-Chancellor.
2. Financial*	Approving any operating or capital expenditure that is within the approved University budget within any one year of less than \$0.5 million of budgeted expenditure or less than \$250,000 of unbudgeted expenditure, in conformity with established policies relating to such expenditure. Approval for expenditure by Pro Vice-Chancellors, Deans and Executive Director Planning and Development for UTAS activities made through University business card or AMEX or for reimbursement to them of personal expenditure on UTAS activities.	Any item (or the total of related items) above \$150,000 is to be reported to the Vice-Chancellor
3. Contracts (other than staff employment contracts, standard research funding arrangements and specific contracts approved by Council)	Approving contracts of less than \$0.5 million of budgeted expenditure or unbudgeted expenditure of less than \$250,000 over the life of the contract. Exclusions are any contract: ➤ that falls outside approved procurement and contracting principles; and ➤ is for a period in excess of five years. In the area of community engagement: signing memorandums of understanding* and agreements* as long as: ➤ 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 contract is three years or less.	Contracts with a total value in excess of \$0.5 million are to be reported to the next Council meeting.
4. Employment and Remuneration*	➤ Undertake performance management with the Pro Vice-Chancellors, Executive Directors, and Deans of Faculties. ➤ Initiating staff appointment processes within the organisational unit for which the position is responsible, in conformity with established employment policies. ➤ Overseeing professorial (Level D and E) appointment processes and signing letters of appointment to such positions, in conformity with established employment policies ➤ Signing other letters of appointment to other positions and letters advising of changes to employment conditions, in conformity with established employment policies. ➤ Approval of Head of School and Deputy Head of School appointments. ➤ Exercise any function conferred on the Vice-Chancellor by the University's industrial instruments and termination of employment and disciplinary procedures. ➤ Approving all domestic or international travel for the Pro Vice-Chancellors, the Executive Directors and the Deans. ➤ For all staff - approving all international travel to countries that are subject to a Department of Foreign Affairs and Trade travel advisory.**	
5. External representation	Speaking on behalf of the University, and representing the University's interests, on all University matters relating to the principles and plans approved by Council, with the exception of any areas of activity reserved by Council for its sole authority or reserved for the sole authority of the Vice-Chancellor.	
<p>* This power is specific to the position and cannot be further delegated. ** Any overseas travel for marketing or promotional purposes (i.e. non-scholarly purposes) must be recommended by the Director, International Services.</p>		