



## Delegation of Authority Procedure

### Intent:

The University of Wisconsin-Whitewater strives to perpetuate an environment of clear communication, ethical actions, and adherence to all UW- System policies, State, and Federal laws. Delegated authority that has been approved and signed by both the delegator and delegate denote a means by which the campus can more quickly and more effectively operate. Review of Delegations of Authority serve to obtain or remove Delegations of Authority as needed. Authority is distributed among members of the University to better serve the University as a whole. See our [Contract Management Practice Directive and Procedure](#) for additional information.

### Scope:

This policy and procedure applies to each stakeholder on campus, specifically those delegated authority or who have the potential to be delegated authority.

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### Procedure:

Executive officers (examples of titles include Director, Dean, or Division Head) may be delegated authority through the written agreement and signatures of both parties on the Delegation of Authority Letter that clearly states the position being granted authority and the subject matter of the authority being given. Every signed Delegation of Authority letter must be returned to the Vice Chancellor of Administrative Affairs. Letters that are not delivered to the Vice Chancellor of Administrative Affairs cannot be filed and therefore render the Delegation of Authority null and void.

### Obtaining Delegation of Authority:

Members of the University of Wisconsin-Whitewater seeking to obtain delegation of authority can request a review by contacting the office of Administrative Affairs ([adminaffairs@uww.edu](mailto:adminaffairs@uww.edu)). These requests will be prioritized in order of importance and by the time they were submitted to the office of Administrative Affairs. Once a review has been set the Vice Chancellor of Administrative Affairs will assess the grounds for Delegation of Authority and present it to the Chancellor. Should the Chancellor decide

there are grounds for Delegation of Authority a letter will be drafted for the appropriate authority and the position being given authority to sign. This letter will have to be returned to the Vice Chancellor of Administrative Affairs before the delegated authority can take effect. Should the Chancellor decide that there are no substantial grounds for Delegation of Authority that position will not be able to have authority in that subject matter. An additional review may be requested once more evidence for Delegation of Authority is presented.

### Transferring Delegation of Authority:

Members of the University of Wisconsin-Whitewater seeking to delegate authority that was delegated to them can request a review by contacting the office of Administrative Affairs ([adminaffairs@uww.edu](mailto:adminaffairs@uww.edu)). These requests will be prioritized in order of importance and by the time they were submitted to the office of Administrative Affairs. Once a review has been set the Vice Chancellor of Administrative Affairs will assess the grounds for Delegation of Authority and present it to the Chancellor. Should the Chancellor decide that there are grounds for Delegation of Authority, a letter will be drafted for the appropriate authority and the position being given authority to sign. This letter will have to be returned to the Vice Chancellor of Administrative Affairs before the delegated authority can take effect. Should the Chancellor decide that there are no substantial grounds for Delegation of Authority, that position will not be able to have authority in that subject matter. An additional review may be requested once more evidence for Delegation of Authority is presented.

### Maintenance of Delegation of Authority:

The office of Administrative Affairs will prepare, maintain, and distribute all Delegation of Authority Letters. Delegations of Authority Letters that are approved and returned to the Vice Chancellor of Administrative Affairs will be scanned into the University's software system in addition to having the hard copy filed. The Delegated Authority will also be added/removed/updated on the Delegation of Authority Chart, which can be found on the Administrative Affairs web page. On an as needed basis the Vice Chancellor of Administrative Affairs will work with pertinent stakeholders to assess obtaining or removing Delegations of Authority. Any changes to delegated authority will be made available for public viewing on the Delegation of Authority Chart, which is posted on the Administrative Affairs web page.

### Resources:

[Delegation of Authority Practice Directive](#)

[Delegation of Authority Chart](#)

[Delegation of Authority Letters](#)

[Contract Management Practice Directive](#)

[Contract Management Procedure](#)

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### Administration:

Approval Details

Approval Authority:	<p>Regent Policy Document(s): <a href="#">Regent Policy Document 6-3 (formerly 87-15): Delegation of Authority to President Personnel Actions</a> , <a href="#">Regent Policy Document 13-1 (formerly 72-2): General Contract Approval, Signature, Authority, and Reporting</a> , <a href="#">Regent Policy Document 13-2 (formerly 93-1): Real Property Contracts: Signature Authority and Approval</a> , <a href="#">Regent Policy Document 13-5: Capital Projects Solely Managed by the UW System: Approval and Signature Authority</a></p> <p>State Policy Document(s): <a href="#">State Procurement Manual No. PRO-A-3 DOA-3449 N(R06/94) Formerly AD-P-12</a></p> <p>Wisconsin State Legislature: <a href="#">Wisconsin Statute 16.71(1): Purchasing; powers</a> , <a href="#">Wisconsin Statute 16.71(4)</a> , <a href="#">Wisconsin Statute 36.11(55m): Powers and duties of the board of regents – Classified Research</a> , <a href="#">Wisconsin Statute 946.13: Private interest in public contract prohibited</a></p>
Approval date:	July 1, 2018
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Revision History

Version	Revision date	Description of changes	Author
1.0	July 1, 2018	Procedure established	Quality Assurance Improvement Manager
2.0	January 1, 2019	Updated to incorporate link to Contract Management Practice Directive and Procedure, along with associated language changes.	Quality Assurance Improvement Manager

Contact Person/Unit

Contact Person/Unit:	Vice Chancellor of Administrative Affairs
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Keywords

Keywords:	Delegation of Authority, Authority to Sign, Contracts, Contract Management, Grants, Proposals, Monetary Limitations, Position Authority.
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