



Document Type: Policy Procedure Template Form Bylaws

Document Status: New Modification; Old Document ref. _____

Document Title.	Policy #	Effective Date
Delegation and Authority System Bylaws	BY 24102915	

(*This policy has been adopted from and is a result of a comprehensive analysis of the frameworks and policies of a numerous Higher Education Institutions like Newcastle University, King Saud University and various others based on the congruency of academic infrastructures)

INAYA MEDICAL COLLEGE

Delegation and Authority System



Chairman of Board of Trustees' Resolution



Chairman of Board of Trustees' Resolution

Number

Date

Chairman of Board of Trustees of INAYA MEDICAL COLLEGE (IMC)

Based on suggestion of the Consultant and agreement of Board of Trustees session dated / /

And based on its powers

Resolve the following

Article (1): The **Academic & Administrative Authority Matrix By-Law** of Inaya Medical College is hereby approved.

Article (2): The College Dean is to supervise implementation of this By-Law.

Article (4): This By- Law becomes effective from the date of approval.

Chairman of Board of Trustees

Date:

Chairman of Board of Trustees



Part One

Terminology and General Provisions

1.1 Terminology Used

Article (1): Expressions Stated in the Authority Matrix Shall Have its Meaning Against Each.

Scope:

These regulations set out the framework for the delegation of authority in the University. They are not comprehensive since it is difficult to define all situations that might occur. They are intended to act as a framework so that even if the specific situation is not defined, they should still provide a guide on the appropriate level for a specific decision.

Principles:

The following principles should underpin all decisions taken under the delegation of authority framework:

- The decision should be consistent with the University's aims and objectives
- The person to whom the authority has been delegated should only act within his/her sphere of influence; one academic or service unit should not take a decision that commits another academic or service unit without their consent.
- Decisions should not be taken unless relevant documentation has been reviewed in line with University policies and procedures (including the Financial Regulations) and, where necessary, external legal advice has been sought.
- Where a third party has provided funding, decisions should only be taken once any required approval of the third party has been obtained.
- An assessment of the risk should be undertaken including the legal implications, if any.
- Acceptable terms and conditions should be agreed through the relevant University unit.
- Appropriate documentation must be produced and a record of the decision made available, in keeping with the University's policy on document retention

Decisions that require a financial commitment should observe the following additional principles:

- The approval of the relevant budget holder or their nominee should always be obtained
- The decision should demonstrate that value for money considerations have been taken into account

A. To Sanction

Means the sanction of any deed or regulation or by-law or any document which is of regulatory or planning or control nature that includes a series of updated or amended procedures for these by-laws or regulations in force, or their application on any employee or group of employees at the College, where such application affects their positions. This approval means the transfer of the deed or regulation or bylaw or document to an obligatory resolution on all employees at the College or



those who are dealing with them. This resolution shall be exclusively issued by the Chairman of Board of Trustees or the College Dean according to authorities.

B. To Approve

Means top management approval of documents referred from a lower authority, without that document having regulatory, planning, or control nature, and without being related to implementation of by-laws and regulations in force. This approval is limited to documents regulating infrequent actions and procedures such as procurement contracts, expense disbursement documents, agreements and similar actions. The document, upon its approval, becomes enforceable. The Chairman of Board of Trustees, the College Dean and Vice Deans only have the exclusive approval authority.

C. To Order

Means an employee with power according to prevailing by-laws and regulations or as per these By-laws shall request from his subordinates to carry out certain procedures or find or develop regulations or work techniques or implement efficiency or certain activity or implement provisions of the prevailing by-laws or regulations on employees, who are within the administrative unit that he manages. This procedure and also the document that issued it are called Administrative Orders. The Admin Order shall indicate the job level of the employee who issued the Order, as an Admin Order by General Director of Administrative Department. The authority of issuing Administrative Orders shall be limited to College Dean, vice Deans and departments' managers provided that is in writing.

D. To Recommend

Means reporting a recommendation or suggestion to take a resolution or issue an Administrative Order or approve certain procedure or document issued by group members of a commission or administrative unit that do not have decision making authority or administrative order or approval. The recommendation shall be directed to the party with such power; such as recommendations or suggestions reported by a work committee formed by the College consultants. The recommendation shall not become an obligation to the College or its employees or those they are dealing with, except if it is turned into an administrative resolution or order or combined with the approval of the party that has the authority to resolve or order or approve as per invested authority according to this By-law.



E. To Agree

Means the signature of a College employee at any job level, on any document, statement, information, or any other document showing he is fully knowledgeable of the document content and his agreement on it, and that it is done in an orderly manner according to prevailing procedures, regulations and bylaws indicating date of signature. The document is not enforceable unless endorsed by the party empowered with such authority.

F. To Suggest

Means that an employee introduces a certain suggestion to develop prevailing work technique or improvement or adding an amendment to a by-law or a regulation or change or update a certain procedure. The suggestion shall be submitted to employee's direct manager. This work is called a suggestion, and the deed issued thereon is called a Suggestion or a Proposal.

G. To Coordinate

Means that concerned party or employee who has a functional relation with other departments inside or outside the College or other employees in the College, shall communicate with these departments or other employees to provide required documents or data or inquire on their view point or take their opinions, then prepare these documents in their final form in preparation to take the decision in this regard or approve them from the authorized Party. This type of work is called Coordination.

H. To Study

Means the employee familiarizes himself with materials referred to him such as data, information, documents and deeds so as to render his view point, whether approval, comments, reservations, amendments, non-approval, finalization, or completing them, then return to the department that referred them, or report to his direct manager. Such work is called Study.

I. To Prepare



Means that an employee shall introduce a certain idea after preparation of necessary data, information and documents, or gathering info and get them ready for presentation to a higher administrative level to take a decision in their respect or approve them, whether he prepares the data by himself or by an employee under his supervision. This work is called Presentation or Preparation. A deed or document issued thereon may be a list, a statement, a resolution project, administrative order project, by-law project, or any other draft document.

Article Two: General Provisions

- A. The Board of Trustees shall sanction, modify, and approve the College's regulations and by-laws and add what deems necessary.
- B. The Vice Chairman of Board of Trustees carries out responsibilities and authorities of the chairman in case of his absence according to the statute of the U.
- C. The Chairman of Board of Trustees shall assume responsibilities and authorities specified in the Articles of the College.
- D. Staff authorized to sanction approvals as per this By-law may authorize some of their authorizations on partially or temporarily basis to the next job level, provided that this is done in writing and with the approval of higher authority, and also provided that the responsibility shall remain on the shoulders of the person who basically gave the authorization.
- E. Staff authorized to sanction approvals shall not approve a document issued in their favour even if it is within their scope of authorization. Such document should be approved by a higher authority directly. For instance, the IMC's Rector may approve payment vouchers within certain limits, however if the payment is personal, and does not rely on an approved by-law or regulation allowing him the right of paying this amount in his favour, the payment voucher should be forwarded to the Board of trustees for approval, and so on.
- F. Authorities granted for certain administrative levels, cannot be practiced by a lower level in the absence of the authorized staff, unless a written authorization is issued for that.
- G. Updating of authorization tables may be introduced in the future, by adding, cancelling and updating authorizations to some new or developed jobs.



- H. Unless the otherwise stated in this By-law and related to the College's general policies and objectives, the authority to approve the By-law shall be vested in the Board of Trustees.
- I. Unless the otherwise stated in this By-law and related to finance or administrative or operational procedures, the authority to approve the By-law shall be vested in the Board of Trustees or a person authorized by them.

Article 3: The proposal of the College's strategy and work plans, and necessary methods, techniques, procedures and capabilities for their implementation and follow-up of their implementation to realize the College's objectives and its ambitions shall be done according to the attached By-laws.

Article 4: The attached tables are deemed an integral part of this By-law.



PART TWO

Authorities Relative to College Plans & Strategy

Article (1) Strategy

1-1 College Strategy

Prepares	:	Director of Strategic Planning and Quality
Studies	:	Vice Dean, General Director for Planning and Quality Assurance, Vice Deans and Administrative officer
Agrees	:	College Dean
Sanctions	:	Board of Trustees

1-2 Operational Plan(Short term from 1-2 years)

Prepares	:	Units Heads of Concerned Departments
Studies	:	Concerned Dept Manager
Approves	:	Dean

Article (2) Long Term Plan

2-1 Concerned Dept Long Term Plan

Prepares	:	Units Heads at the Concerned Department
Studies	:	Director of Planning and Quality Assurance
Agrees	:	Vice Dean

2-2 College Long Term Plan

Prepares	:	Director of Planning and Quality Assurance
Studies	:	College Deans and Vice Deans
Agrees	:	College Dean
Sanctions	:	Board of Trustees

Article (3) Programs & Projects Plan

Prepares	:	Dept Managers
Recommends	:	Concerned Vice Dean
Agrees	:	DA's College Council
Approves	:	College Dean

Article (4) Capital Procurements Plan

College Capital Procurement Plan

Prepares	:	Dept Managers in Coordination with Finance Dept
Studies	:	General Director of Administrative Department
Agrees	:	College Dean
Sanctions	:	Board of Trustees

Article (5) Added Manpower Plan

5-1 Management Added Manpower Plan

Prepares	:	Concerned Department Unit Heads
Studies	:	Director of Planning and Quality Assurance
Agrees	:	Manager of Human Resources

5-2 College Added Manpower Plan

Prepares	:	Human Resources Dept Manager in Coordination with Director of Strategic Planning and Quality
Recommends	:	General Director of Administrative Department
Agrees	:	IMC Council
Approves	:	College Dean

Article (6) Comprehensive Annual Plan

6-1 Concerned Dept Annual Plan

Prepares	:	Unit Heads at the Concerned Dept
Studies	:	Concerned Dept Manager in Coordination Director of Planning and Quality Assurance
Agrees	:	General Director of Administrative Department

6-2 College Comprehensive Annual Plan

Prepares	:	Vice Deans of Quality and Development
Studies	:	IMC Vice Deans
Agrees	:	IMC College Council
Sanctions	:	College Dean

Article (7) Budget

7-1 Department Budget

Prepares	:	Unit Heads at the Concerned Dept
Studies	:	Concerned Dept Manager in Coordination with Finance Dept
Agrees	:	General Director of Administrative Department

7-2 College Budget

Prepares	:	Finance Dept Manager
Recommends	:	General Director of Administrative Department
Agrees	:	College Dean
Sanctions	:	Board of Trustees

Article (8) Cash Flow Plan

8-1 Department Cash Flow Plan

Prepares	:	Dept Heads
Studies	:	Concerned Dept Manager in Coordination with Finance Dept
Agrees	:	General Director of Administrative Department

8-2 College Cash Flow Plan

Prepares	:	Finance Dept Manager in Coordination with Vice Deans of Quality and Development
Studies	:	General Director of Administrative Department
Agrees	:	College Dean
Sanctions	:	Board of Trustees

Article (9) Apply Budget & Transfer Funds

9-1 Introduce the Item (General Account) in the Budget

Prepares	:	Financial Accounts Unit Head
Studies	:	Finance Dept Manager
Agrees	:	General Director of Administrative Department
Approves	:	College Dean

9-2 Transfer Appropriated Funds from (General Account) to another (General Account) Branched off one Chapter (Main Account)

Prepares	:	Unit Head of Financial Accounts
studies	:	Finance Dept Manager
Agrees	:	General Director of Administrative Department

9-3 Enhance Items of Expenditures from the Reserve Expenses

Prepares	:	Unit Head of Financial Accounts
Studies	:	Finance Dept Manager
Agrees	:	General Director of Administrative Department
Approves	:	College Dean

9-4 Enhance Items of Expenditures from the Limitless Reserve

Prepares	:	Finance Dept Manager
Studies	:	General Director of Administrative Department
Agrees	:	College Dean

9-5 Transfer Appropriated Funds to a Level Higher than General Account

Prepares	:	Finance Dept Manager in Coordination with Concerned Managers
Studies	:	General Director of Administrative Department
Agrees	:	Concerned Vice Dean

9-6 Cancel Appropriated Fund from Budget

Prepares	:	Finance Dept Manager in Coordination with Concerned Managers
Studies	:	General Director of Administrative Department
Agrees	:	Concerned Vice Dean
