UNITED ARAB EMIRATES UNIVERSITY

Section: UNI-GEN
Procedure Number: UNI-GEN-07-01
Supporting Policy Number: UNI-GEN-07
Date Approved: 15 May 2006
Effective Date: 15 May 2006
Date Last Revised: 2 April 2005
Responsible Office: Provost

Signature Authority Procedure

Major Procedural Changes in This Release

The Signature Authority procedure has been revised as follows:

1. Under *All Employee Transactions – Recruitment/Appointment*:
   - Added: Secondment of UAEU faculty and staff requires approval through the Vice Chancellor.
   - Added: Vice Chancellor approval for director level positions.
   - Revised: Casual labor to hourly labor.

2. Under *All Employee Transactions – Salary Administration*:
   - Added: Payment for temporary or special assignment approved by the Secretary General and the Provost.

3. Under *All Employee Transactions – Leaves*:
   - Added: Additional paid sick leave beyond the normal procedure requires the approval of the Vice Chancellor.
   - Revised: Sabbaticals and all related costs must be approved by the dean and Associate provost for Academic Affairs.
   - Revised: Carry forward or payment for vacation must be approved by the Provost.
4. Under *Employee Transactions/Other Transactions*:
   - Added: Reduction of teaching loads over three credit hours must be approved by the Associate Provost for Academic Affairs.
   - Added: Plans to hold annual conferences, workshops, contests and seminars must be approved by the Provost.
   - Revised: Visiting professors maybe approved by the Associate Provost for academic Affairs.
   - Revised: Reductions of teaching loads up to three credit hours maybe approved by the dean.

- Revised: Approval of proposals, budgets and expenditures for conferences, workshops, contests and seminars held within academic affairs maybe approved by the Associate Provost for Academic Affairs.

5. Under *Purchasing Goods and Services-Direct Order*:
   Purchases up to and including AED 10,000 maybe approved by a dean or director.

6. Under *Purchasing Goods and Services Requirements in Addition to Above*:
   - Added: Non-routine professional and consulting service must be approved by the office of the Provost.
7. Under *Academic Program Development Transactions*:
   - Added: To suspend an existing program requires the approval of the Vice Chancellor.
   - Revised: To terminate an existing program requires the approval of the Chancellor and the University Council.
8. Under *Student Affairs Transactions-Students*:
   - Revised: Non academic disciplinary actions require the approval of the office of the Provost.

[1] Includes review by Human Resources
[2] Includes review by Budget Office
[3] Includes review by Purchasing Office
[4] Includes review by Finance Office
[5] Computer hardware or software should be reviewed and initialed by the Office of the Chief Information Officer before further approvals are sought
X Signature required
O Only when a corrective action plan is proposed

Transaction Description	Specific Level of Authority	Office of the Director	Office of the Dean	Offices of the Assoc/Ass't Provost/Secretary General	Office of the Provost	Office of the Vice Chancellor	Office of the Chancellor	University Council
ALL EMPLOYEE TRANSACTIONS[1]		**or**						
Position Establishment and Classification	Establish a new position (unbudgeted)[2]			X	X	X		
	Reclassify (grade level) an existing position			X				
Recruitment/Appointment	Hire in a position requiring a Federal decree				X	X	X	
	Hire/renew contract for a budgeted faculty position		X	X				
	Secondment of UAEU faculty and staff		X	X	X	X		
	Hire/renew contract for a budgeted director level position			X	X	X		
	Hire/renew contract for a budgeted staff position	X	X	X				
	Hire a National teaching assistant		X	X	X	X		
	Student labor	X	X					
	Hourly labor	X	X					
	Summer and mid-term assignments	X	X	X	X			
Salary Administration	Payment for temporary special assignment			X	X			
	Annual performance evaluation	X	X	O				
	Annual salary adjustment guidelines			X	X	X		
	Merit salary adjustment guidelines			X	X	X		
	Transfer of faculty and staff	X	X	X				
	Promotion/demotion (staff)	X	X	X				
	Faculty Promotion		X	X	X	X		
	End-of-service	Human Resources						
	Special allowances and merit increases			X	X	X		
	Overtime approval	X	X					
	Salary advance payment			SG				
Leaves	Leave of absence – paid	X	X	X				
	Leave of absence – unpaid	X	X	X				
	Sabbatical and all related actions/costs		X	X				
	Staff Study leave	X	X	X	X			
	Vacation carry-forward or payment	X	X	X	X			
	Pregnancy/maternity leave	X	X					
	Bereavement leave	X	X					
	Vacation leave	X	X					
	Sick leave (up to 15 full & 15 half working days)	X	X					
	Additional sick leave (UNPAID)	X	X	X				
	Additional sick leave (PAID)	X	X	X	X	X		

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ALL EMPLOYEE TRANSACTIONS (cont'd)		**or**						
Termination	Dismissal			X	X	X		
	Resignation of dean, director or above			X	X	X		
	Resignation of all others	X	X					
	Voluntary retirement	X	X					
	Death			X				
Other Transactions	Adjunct teaching appointments		X					
	Employment beyond retirement age	X	X	X	X	X		
	Visiting professors		X	X				
	Academic advisory boards		X	X	X			
	Formation of thesis discussion committees at graduate level		X					
	Reduction of teaching loads up to three credit hours		X					
	Reduction of teaching loads over three credit hours		X	X				
	Annual conferences, workshops, contests and seminars planned	X	X	X	X			
	Approval of proposals and expenditures budgets for conferences, workshops, contests and seminars held within Academic Affairs	X	X	X				
PURCHASING GOODS AND SERVICES[3,5]		**or**						
Direct Order	Up to and including AED 10,000 without committee approval	X	X					
	Up to and including AED 50,000		X*					
	Up to and including AED 250,000			X				
	Up to and including AED 500,000			X	X			
	Up to and including AED 1,000,000			X	X	X		
	In excess of AED 1,000,000			X	X	X	X	
	* also applies to Director, Purchasing							
Negotiation	Up to and including AED 50,000	X						
	Up to and including AED 100,000		X*					
	Up to and including AED 500,000			X				
	Up to and including AED 1,000,000			X	X			
	Up to and including AED 2,000,000			X	X	X		
	In excess of AED 2,000,000			X	X	X	X	
	* also applies to Director, Purchasing							

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PURCHASING GOOD S AND SERVICES[3,5] (cont'd)		or						
Limited Tender	Up to and including AED 1,000,000			X				
	Up to and including AED 2,500,000			X	X			
	Up to and including AED 5,000,000			X	X	X		
	In excess of AED 5,000,000			X	X	X	X	
Public Tender	Up to and including AED 2,500,000			X				
	Up to and including AED 5,000,000			X	X			
	Up to and including AED 10,000,000			X	X	X		
	In excess of AED 10,000,000			X	X	X	X	
Requirements in Addition to Above	Textbooks		X	X				
	Routine professional and consulting services	X	X	X				
	Non Routine professional and consulting services	X	X	X	X			
	Physical plant – renovation or capital construction	Campus Development		X	X	X		
ACADEMIC PROGRAM DEVELOPMENT TRANSACTIONS		or						
	Initiate a new program		X	X	X	X	X	X
	Suspend an existing program		X	X	X	X		
	Terminate an existing program		X	X	X	X	X	X
STUDENT AFFAIRS TRANSACTIONS		or						
Students	Academic disciplinary actions		X	X				
	Non-academic disciplinary actions (student affairs)			X	X			
FINANCIAL TRANSACTIONS		or						
Travel	In the United Arab Emirates	X	X					
	Outside of the United Arab Emirates (faculty)		X					
	Outside of the United Arab Emirates (staff)	X	X	X	X			
	Travel reimbursement	X	X					
	Scientific/academic travel of national faculty within the framework of national faculty activities support program		X	X				
	Official delegation			X	X	X		

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FINANCIAL TRANSACTIONS (cont'd)		**or**						
Travel (cont'd)	Scientific/missions/trips of college deans		X	X				
	Approval of annual air tickets or cash	Human Resources						
	Advance payment			SG				
Budget	Transfer within a chapter	X	X					
	Transfer between chapters[2]			X	X	X	X	X
	Budget increase request[2]			X	X	X		
	Establish a petty cash account[4]			X				
	Change petty cash amount[4]			X				
Other	New or renewed housing lease[4]	Human Resources		SG				
	Car loan[4]			SG				
	Declared conflict of interest or commitment			X	X	X		
RESEARCH TRANSACTIONS		**or**						

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