

## Critical Path of Approvals

The critical path of approvals outlines the types of decisions and establishes where the decision making authority lies.

NATURE OF APPLICATION	COMMITTEE	VICE-PRESIDENT	ADMINISTRATIVE COMMITTEE	EXECUTIVE B of G	BOARD OF GOVERNORS	FORM	SOURCE OF POWER
Triennial plan for faculty recruitment	Recommendation DTPC, Director, FTPC, Dean		Approval			T	Terms of Reference AC Article c
Hiring: - Regular or replacement lecturer - Regular or replacement assistant professor - Regular or replacement associate professor - Regular or replacement full professor - Research fellow - Teaching associate - GFT professor with or without salary - Faculty of Medicine scientist etc. - Counselor - Language teacher	Recommendation DTPC, Director, FTPC, Dean	Approval by Vice-President Academic and Provost.  Note: All applications are reviewed by the Associate Vice-President, Human Resources prior to President and Vice-President, Research.	Information Weekly report to union members			E	Collective agreement (except GFT) Bill 158
Visiting professor <b>Seconded professor</b> Executive in residence	Recommendation Dean	Approval Vice-President Academic and Provost	Information			E or T	Collective agreement
Hiring of <b>VPT</b>		Approval Legal counsel	Information Approved decisions report by legal counsel			E	

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Granting, or denial of tenure	Recommendation DTPC, Director, FTPC, Dean Approval Joint Committee					P	Terms of Reference Joint Committee and collective agreement
Granting or denial of promotions	Recommendation DTPC, Director, FTPC, Dean Approval Joint Committee					P	Terms of Reference Joint Committee and collective agreement
Granting, denial or cancellation of sabbatical and other leaves of absence under the collective agreement.	Recommendation DTPC, Director, FTPC, Dean Approval Joint Committee					C or T	Terms of Reference Joint Committee and collective agreement
Appointments Program Director or Assistant Director  Undergraduate or Graduate Studies, centre and institute Director	Recommendation Selection Committee	Approval Vice-President Academic and Provost	Information			T	AC Decision May 1997
Confirmation of doctorate equivalent	Recommendation Dean, FTPC		Approval			T	Collective agreement
a) Confirmation of doctorate acceptance (within contract limits) b) Changes to hiring conditions after approval from Vice-President Academic and Provost c) Amendment of hiring date d) Forfeiture of	Recommendation Dean	Approval Vice-President Academic and Provost	Information			T Note: For adjunct professor, the E form may also be used	Collective agreement

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administrative supplement and grant of one year towards a sabbatical leave, only during last year of departmental head's mandate							
a) Request for review of <b>YULE</b> and <b>RULE</b> b) Cross-appointments of professionals from the Faculty of Health Sciences c) Adjunct professor nomination	Recommendation DTPC, FTPC, Dean	Approval Vice-President Academic and Provost	Information			T Note: For adjunct profess or, the E form may also be used	Collective agreement
Status or department amendment of professors in the Faculty of Medicine		Approval Vice-President Academic and Provost	Information			T	Collective agreement
- Cross-appointments - Reclassification from Lecturer to Assistant Professor	Recommendation DTPC, FTPC, Dean Approval Joint Committee					T	Collective agreement
- Date modification for sabbatical leave - Date modification for leave with or without remuneration - Deferred sabbatical leave	Recommendation DTPC, FTPC, Dean Approval Joint Committee					C	Collective agreement
Contract renewal	Recommendation DTPC, FTPC, Dean	Approval Vice-President Academic and Provost				R	Collective agreement
Cross-appointment renewal	Recommendation Dean	Approval				R	Joint Committee 91/03/12

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		Vice-President Academic and Provost					
Adjunct professor renewal		Approval Vice-President Academic and Provost				R	AC Decision 91/01/23
Salary adjustment for professor or anomalies			Approval			T	Collective agreement 41.6.3
Librarians - hire - promotion	Consultation LPC	Approval Vice-President Academic and Provost  Note: Employment of Librarians are reviewed by the associate Vice-President, Human Ressources.	Information			T / or E	Collective agreement AC Decision 04/04/07 – Delegation to VP
Appointment, renewal or extension of mandate for assistant dean			Approval			T	Terms of Reference AC
Appointment, renewal or extension of tenure : a) Associate Vice-President b) Dean c) Vice-Dean, Associate Dean, Faculty Secretary d) School or department head		c) Approval by Vice-President Academic and Provost or Vice-President, Research	Recommendation  a) Recommendation b) Recommendation c) Information  d) Approval	Approval <sup>1</sup>  a) approval b) approval		T	Terms of Reference B of G Executive Committee
Appointments : a) Chancellor b) President c) Vice-Presidents d) Secretary of the University Renewal or extension of mandate: a) Chancellor	Recommendation Selection Committee  a) and b)			Recommendation  a) and b)	Approval  a) et b)	T	Bill 158

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b) President c) Vice-Presidents d) Secretary of the University	Recommendation Selection Committee c) and d) Recommendation President			Recommendation  c) et d) Approval	Approval		
Disciplinary measures - Professional relations (art 10)	Recommendation Investigative Committee			Approval		T	Collective agreement 39.2.2.5
Disciplinary measures Insufficient performance	Approval Joint Committee					T	Collective agreement 39.3
Disciplinary measures Other just causes	Recommendation Dean			Approval		T	Collective agreement 39.4
Requests for amendments of salary sources for clinicians from the Faculty of Medicine		Approval Vice-President Academic and Provost	Information			T	AC Decision 03/09/10
Simultaneous internal and external first-time posting of a regular support staff position		Approval Associate Vice-President, Human Resources Vice-President, Resources	Information			T	AC Decision 03/09/10
Refresher leave	Recommendation On refresher leave Committee	Approval Vice-President, Resources (ONLY)	Information			T	AC Decision 03/09/10 Policy 63
Transfer of a member of the support staff in a T (temporary) position without remuneration following a two-year disability leave		Approval Associate Vice-President, Human Resources Vice-President, Resources	Information			T	AC Decision 03/09/10
FTE increase in a regular support staff position from 0.75 to 1.00		Approval Associate Vice-President, Human Resources Vice-President, Resources	Information			T	AC Decision 03/09/10
FTE reduction in a		Approval	Information			T	AC Decision

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regular support staff position, if vacant		Associate Vice-President, Human Resources Vice-President, Resources					03/09/10
Abolition of a regular support staff position, if vacant		Approval Associate Vice-President, Human Resources Vice-President, Resources	Information			T	AC Decision 03/09/10
Salary adjustments following a review by the Salary Anomalies Committee		Approval Vice-President, Resources	Information			T	AC Decision 03/09/10
Hiring at a salary 100% higher than that of the standard salary class		Approval Associate Vice-President, Human Resources Vice-President, Resources	Information			T	AC Decision 03/09/10
Appointment of a person in a level 13 position without it being an executive position		Approval Associate Vice-President, Human Resources Vice-President, Resources	Information			T	AC Decision 03/09/10
Appointment of directors of Services		Approval Appropriate Vice-President	Information			T	Approval by BOG on March 21 2005
Agreements relating to termination of support staff		Approval Associate Vice-President, Human Resources Vice-President, Resources	Approbation			T	AC Decision 03/09/10
Creation of a regular support staff position from new functions or from functions executed by term staff		Recommendation Associate Vice-President, Human Resources Vice-President, Resources	Information			T	AC Decision 03/09/10
FTE increase in a regular support staff position from 0.5 to 1.00		Approval Associate Vice-President, Human Resources				T	AC Decision 03/09/10
FTE reduction in a regular support staff position, if occupied		Approval Associate Vice-President, Human Resources				T	AC Decision 03/09/10
Abolition of a regular support staff position, if occupied		Approval Associate Vice-President, Human Resources				T	AC Decision 03/09/10
Implementation of		Approval	Approval			T	AC Decision

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policy 2c to place a person in a position without competition due to reorganization		Associate Vice-President, Human Resources Vice-President, Resources					03/09/10
Approval of Christmas and statutory holidays calendar			Approval			T	AC Decision 03/09/10
Approval of Campus Security projects		Approval Associate Vice-President, Human Resources					
Annual Report from the Pension Plan Committee and all questions pertaining to pension plan that may change it				Recommendation	Approval		Terms of Reference B of G Executive reg. 1, art. 2
Audited financial statements of basic pension plan	Recommendation Audit			Recommendation	Approval		
Audited financial statements of pension plan	Recommendation Audit			Recommendation	Approval		
Actuarial Evaluation of the basic University Pension Plan	Review and Recommendation Pension Plan		Recommendation	Recommendation	Approval		Pension Plan Governance Structure no. 9
Amendments to Pension Plan provisions			Recommendation	Recommendation	Approval Delegation by B of G		Pension Plan Governance Structure November 2002 p.2 B of G power no 1
Pension Plan Governance Structure	Pension Plan Recommendation to B of G on questions pertaining to pension plan governance		Recommendation	Recommendation	Approval		Pension Plan Governance Structure November 2002 p.2 B of G power no 2. p.3 Governance Committee power no. 5

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Appointment of members to Pension Plan and Pension Fund Investment Committees (in compliance with selection criteria approved by Pension Plan Governance Committee and APUO collective agreement provisions, where appropriate (Nov. 2002))					Approval		Pension Plan Governance Structure November 2002 p.2 B of G power no 2. p.3
Responsibilities relating to pension fund investments and necessary follow-ups, including approval and amendment of selection criteria and performance evaluations of investment managers	Recommendation Pension Fund Investment Committee under B of G delegation			Approval			Pension Plan Governance Structure November 2002 p.2 BOG power no 7. p.4 Executive BOG powers no 4.
Appoint, retain or transfer trustee/holder of the pension plan and pension fund investment managers	Recommendation Pension Fund Investment Committee			Approval Decision by BOG power delegation			Pension Plan Governance Structure November 2002 p.2 BOG power no 5.- p.4 Executive BOG powers no 5.
Investment managers mandates/contracts, securities lending agreements and trust/custodial agreements	Recommendation Pension Fund Investment Committee			Approval			Pension Plan Governance Structure November 2002 p.4 Executive BOG powers no 6.
Interpretation and administration of	Review and Recommendation						Pension Plan Governance

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pension plan, except for powers whose fiscal year belongs exclusively to the B of G	Pension Plan Committee under B of G delegation						Structure November 2002 p.2 B of G power no 6. p.3 Pension Plan Committee powers p.5, no 8
Pension Plan actuarial, funding, and assessment strategies			Recommendation Executive Committee of the BOG	Recommendation BOG	Approval		Pension Plan Governance Structure November 2002 p.2 B of G power no 9. p.4 Executive B of G powers no 8. p.4 AC powers no. 2
Actuarial evaluations of funding, solvency and liquidation			Recommendation to Executive Committee of the BOG following actuary's information and advice.	Recommendation BOG	Approval		Pension Plan Governance Structure November 2002 p.2 B of G power no 9. p.4 Executive B of G powers no 8. p.4 AC powers no. 2
Monitoring of governance activities in the Pension Plan Committee, the Executive Committee of the B of G, the Admin. Committee, the Pension Governance Committee, and the Pension Fund Investment Committee					Review of all reports requested from these committees		Pension Plan Governance Structure November 2002 p.2 B of G power no 10.
Criteria and selection	Pension Plan						Delegation from

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process to appoint members of the Pension Plan and Pension Fund Investment Committees	Committee						B of G to Pension Plan Governance Committee – Pension Plan Governance Structure November 2002 p.3 Introduction Governance Committee powers
Policies and orientations of committee formations: Executive of the B of G, Pension Plan, Pension Fund Investment, Administration and B of G	Pension Plan Committee						Pension Plan Governance Structure November 2002 p.3 Governance Committee powers, no 2
Operational rules and guidelines pertaining to conflicts of interest within the Pension Plan and Pension Fund Investment Committees	Pension Plan Committee						Pension Plan Governance Structure November 2002 p.3 Governance Committee powers, no 3
Performance evaluations for members of the B of G, the Executive Committee of the B of G, the Pension Plan Committee, the Pension Fund Investment Committee, and the Admin. Committee concerning pension	Pension Plan Committee						Pension Plan Governance Structure November 2002 p.3 Governance Committee powers, no 4

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Pension Plan Governance	Recommendation Pension Plan Committee				Approval		Pension Plan Governance Structure November 2002 p.3 Governance Committee powers, no 5
Pension Fund Expense Policy	Review and Recommendation Pension Plan Committee				Approval		Pension Plan Governance Structure November 2002 p.2 B of G powers no 4. p.3 Pension Plan powers p.5, no 8
Annual Budget of eligible fees and expenses to be charged to the pension fund (submitted by the Director, Pension Fund)	Review and Recommendation Pension Plan Committee			Approval			Pension Plan Governance Structure November 2002 p.4 EX B of G powers no 9
Statement of Investment Policy and Procedures (Pension Fund)	Pension Plan Committee Review and comments prior to Recommendation from Pension Fund Investment Committee on B of G				Approval Recommendation from Pension Fund Investment Committee		Pension Plan Governance Structure November 2002 p.2 B of G powers no 4. p.3 Pension Plan powers p.5, following no 10
<i>Rental, purchase or sale of property</i>		<i>Recommendation</i>	<i>Approval of an amount of \$500,000 or less, or Recommendation depending on amount</i>	<i>Approval or Recommendation depending on amount</i>			Approval by B of G March 21 2005
<i>Master Plan</i>	Recommendation		Recommendation		Approval		Terms of

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	<i>Master Plan Review Steering Committee Advisory Committee on Master Plan and informs Senate</i>		<i>Master Plan Review Steering Committee Advisory Committee on Master Plan and informs Senate</i>				Reference Advisory Committee on Master Plan
<i>Expenses related to an approved project</i>	Approval Director – if contract is less than \$500,000	Approval Vice-President, Resources – if contract is \$500,001 to 1M	Approval 1M to 5M	Approval >5M			Approval by BOG March 21 2005
Authorization of expenses for advisors and general contractors	Approval Director, Physical Resources – if contract is less than \$100,000	Approval Vice-President, Resources – if contract is less than \$500,000	Approval From \$500,000 to \$1 million	Approval Over \$1 million			Policy 113, Procedure 19-2
- Requests for grants of contract negotiations for Material Management Services, in respect to policy 36	Approval Director – if contract is less than \$500 000	Approval Vice-President, Resources – if contract is less than \$500,000	Information				Policy 36
- Requests for grants of contract negotiations for Material Management Services, that may infringe on policy 36	Approval Director – up to \$10,000	Approval Vice-President, Resources – up to \$50,000	Approval For amounts ranging from \$50,000 to \$500,000	Approval For amounts exceeding \$500,000			
<i>Audited U of O financial statements</i>	<i>Recommendation (Audit)</i>	<i>Recommendation Vice-President Resources</i>	<i>Recommendation</i>	<i>Recommendation</i>	Approval		Terms of Reference Executive Committee of the B of G
Approve periodical financial reports (projections, etc.)		Recommendation Vice-President, Resources	Recommendation	Approval			Terms of Reference Executive Committee of the

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							BOG
Define financial parameters to guide negotiation team in collective bargaining agreements		Recommendation Vice-President, Resources	Approval	Information			Terms of Reference Executive Committee of the B of G
Ratify collective agreements affecting syndicated University personnel, and agreements and salary policies affecting non syndicated personnel		Recommendation Vice-President, Resources	Recommendation	Approval			Terms of Reference Executive Committee of the B of G
Approval of strategic plans for faculties and services	Committee on Academic Planning		Approval				Approval by B of G March 21 2005
University's annual budget or provisional authorization of expenses (including capital budget)	Committee on Academic Planning	Recommendation Vice-President, Resources	Recommendation	Recommendation	Approval		Terms of Reference Executive Committee of the B of G
Borrow funds on University account		Recommendation Vice-President, Resources	Recommendation	Recommendation	Approval		Bill 158
Mortgage or give as security, all or part of University property		Recommendation Vice-President, Resources	Recommendation	Recommendation	Approval		Bill 158
Issue, pledge or sell bonds and debentures		Recommendation Vice-President, Resources	Recommendation	Recommendation	Approval		Bill 158
Determine rules and policies necessary to government, administration, direction, and University management, and revoke or amend		Recommendation Vice-President ( <b>respective</b> )	Recommendation	Approval Depending on case	Approval Depending on case		Bill 158 Terms of Reference and B of G powers
Policy exception		Recommendation Vice-President ( <b>respective</b> )	Recommendation or Approval Depending on case				Policy 1

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Honorary degrees awarded to persons chosen by Senate	Decision Senate			Approbation			Terms of Reference Executive Committee of the B of G
Creation of bursary fund – <i>Endowment Fund</i> (without central funds)		Approval Vice-President, University Relations	Information				Policy 112
Creation of bursary fund – <i>Endowment Fund</i> (with central funds)		Recommendation Vice-President, University Relations	Approval				
Enrollment targets	Recommendation <b>SEM</b>	Recommendation Vice-President Academic and Provost	Approval				Approval by B of G March 21 2005
Financial Aid A) Bursary Policy B) Financial Aid Policy	Recommendation <b>SEM</b>	Recommendation Vice-President Academic and Provost	Approval				Policy 112
Housing A) Accessibility B) Fees	Recommendation Housing	Recommendation Vice-President, Resources	Approval	Approval of fees			Approval by B of G March 21 2005
Fees A) Administrative B) Complementary C) Tuition		A) Recommendation Vice-President, Resources	A) Approval B) Recommendation C) Recommendation	B) Approval C) Recommendation	C) Approval		Approval by B of G March 21 2005
Parking fees Fees sports facilities		Recommendation Vice-President, Resources	Approval				Amend Policy 44 Procedure Sports 40-1
Student requests for reimbursement of tuition fees	Reimbursement Committee Approval or Recommendation from Secretary	Approval Secretary or Recommendation from AC	Approval				Approval by B of G March 21 2005
Resolution of grievances AEUO	Recommendation Internal Grievance		Approval				Policy 32a and 32b

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	Committee						
University sponsorship for events such as festivals, galas, symposiums or advertisement		Approval Vice-President, University Relations					Approval by B of G March 21 2005
Sponsorship – Outside organizations sponsoring U of O A) \$0-50,000 B) + \$50,000	A) Approval Faculty or Vice-President, University Relations	B) Approval or Recommendation Vice-President, University Relations	B) Approval				Guidelines – Alumni and Development
Donor recognition – naming of U of O facilities		Recommendation Vice-President, University Relations	Approval Recommendation (in so far as it relates to physical resources and faculties)	Approvals			Guidelines – Alumni and Development

Approved by the Board of Governors on March 21, 2005