

Vice-chancellor's delegation of authority

Approved by the Vice-Chancellor on 24 March 2025 and effective until further notice, unless stated otherwise.

7.1 *General principles*

At Karlstad University, decision-making processes on all levels shall be transparent and accessible. The delegation of authority should be clear and well defined, and delegation shall be given in such a way that matters are treated efficiently and with the appropriate expertise. This document stipulates the powers of decision that are particularly important in clarifying functions and allocation of responsibilities in the organisation. Authority is delegated according to the principle that power of decision should be related to the organisational level of a task. Responsibility and authority shall go hand in hand.

In addition to the powers of decision presented here, officials as well as deciding and preparatory bodies have the authority to make decisions in their areas of responsibility, based on the determined organisational structure, allocation of responsibilities, or appointment to a certain position.

This is the vice-chancellor's delegation of authority¹. It specifies the types of matters where the vice-chancellor is the primary decision maker. The document does not encompass all conceivable cases.

According to the document, the vice-chancellor decides on certain matters. In others matter, the vice-chancellor has delegated authority to executives, faculty boards and the teacher education board. The requirement that decisions shall be made by people with the appropriate research or artistic qualifications, shall be observed.

Extensive delegation by the vice-chancellor will require more monitoring. A person given the power of decision through delegation by the vice-chancellor may not exercise this power in situations where decisions are matters of principle, may have prejudicial effect, or are of general importance.

Each executive acting on behalf of a delegation from the vice-chancellor shall provide ongoing reports to the vice-chancellor of important decisions made through the delegation of authority. Such decisions include ones that can be considered principally important, as well as summaries of agreements.

A number of related matters, or a single matter, may be delegated to a body or to an individual official. The power of decision may be subdelegated, if not otherwise stipulated by law, or in the delegation decision. The delegation decision shall clearly state who is delegating, to whom it is delegated, what is delegated and the duration of the delegation.

Delegations may be revoked or reassigned by the delegator. The revocation can be general for a group of matters or pertain to a certain matter. A delegatee may also, if needed, defer the matter back to the delegator.

Subdelegations from a dean and the university director shall be reported in such a way that there is a central registry of them. This also applies to the work environment delegation.

¹ Other issues than those referred to in Chap. 2, Sect. 2 Higher Education Ordinance (1993:100), shall pursuant to Chap. 2, Sect 3 of the same ordinance, be decided by the vice-chancellor if not stated otherwise in legislation or regulations, or if the board has decided otherwise. The vice-chancellor can, pursuant to Chap. 2, Sect. 13 of the Higher Education Ordinance, delegate authority, as long as no regulation states otherwise.

Decision:	RB 45/25	Reg. no:	C2025/282	Replaces:	RB 13/22	Reg. no:	C2022/158
Effective from:	24 March 2025	until:	further notice	Officer:	Eva Rendahl		

Terminology regarding decisions

The vice-chancellor	makes	VICE-CHANCELLOR'S DECISIONS
The university director	makes	ADMINISTRATIVE DECISIONS
Deans	make	DEAN'S DECISIONS
Head of department	makes	HEAD OF DEPARTMENT DECISIONS
Other management staff	make	EXECUTIVE DECISIONS

Administrative staff within the university who have been delegated power of decision	make	DECISIONS
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Other more specific terms may occur, such as deputy head of department decisions or head of HR decisions.

1 Finances and agreements

Matters incumbent on the vice-chancellor

	Finance and administration matters	Comments
1.1	Disposal of funds not allocated to faculties, the teacher education board or Central Services.	
1.2	Signing rental contracts outside the established plan for the provision of premises.	
1.3	Accepting donations.	
1.4	Power of signature on behalf of the university.	
1.5	Signing contracts.	Subdelegated to deans and the university director, for amounts up to and including SEK 5 million.
1.6	Deciding on the appointment of Legal Entity Appointed Representative (LEAR).	
	Externally funded activities	
1.7	Approving applications for external funding.	Subdelegated to deans and the university director, for amounts up to and including SEK 10 million, provided the research funding body does not require the vice-chancellor's signature.
1.8	Signing agreements for grants, contract education or research, or collaborative research.	Subdelegated to deans and the university director, for amounts up to and including SEK 10 million.
1.9	Approving the receipt and administration of external research funds.	Subdelegated to deans and the university director, for amounts up to and including SEK 10 million.

Vice-chancellor's delegation of authority to the faculty boards and the teacher education board

In this context, teacher education includes all programmes and courses resulting in a Degree of Bachelor of Arts in Pre-School Education, Degree of Bachelor of Arts in Primary Education, Degree of Master of Arts/Science in Secondary Education, Degree of Master of Arts/Science in Upper Secondary Education, Higher Education Diploma in Vocational Education, Postgraduate Diploma in Special Needs Training and Postgraduate Diploma in Special Educational Needs.

The teacher education board is also responsible for credit-bearing courses within the Principal Education Programme as well as other continuing professional development courses for teachers.

	General information	Comments	May not be delegated
1.10	Deciding on the strategies and goals related to the faculty's or the teacher education's activities within the framework set by the university board.		
1.11	Deciding on an operational plan and budget for the faculty or the teacher education, as well as monitoring of activities and budget.		

1.12	Allocation of direct government funding to research based on decision by the university board.		
1.13	Allocation of direct government funding to first- and second-cycle education, as well as third-cycle education, based on decision by the university board.	Only concerns faculty boards	

Vice-chancellor's delegation to the dean

The faculty board, the teacher education board or the vice-chancellor delegates the authority to make decisions to the dean. The dean also makes decisions within the framework of his or her duties. Any delegation decisions shall be available at the faculty and the teacher education.

	General information	Comments	May not be delegated
1.14	Deciding on financial transactions within the faculty's or teacher education's area of operation.	Goods and services shall be procured in accordance with the university's procurement policy.	
1.15	Power of signature on behalf of the university for amounts up to and including SEK 5 million, after documented review.*		
1.16	Signing agreements in the faculty's or teacher education's area of operation, with a binding contractual period of up to five years, and with a total contractual value not exceeding SEK 5 million, after documented review.*		
1.17	Deciding on divestments of furnishings, equipment or intangible assets.	Preceded by consultation with the head of the Financial and Budgeting Office.	X
	Externally funded activities within the faculty's or teacher education's area of operation.	The amount refers to the university's share in the project, including transfers	
1.18	Approving applications for external funding of amounts of up to and including SEK 10 million, after documented review.*		
1.19	Signing agreements for grants, contract education or research, or collaborative research for amounts up to SEK 10 million, after documented review.*		
1.20	Approving the receipt and administration of research funds for amounts up to SEK 10 million, after documented review.*		

1.21	Signing confidentiality agreements with potential claims of compensation of up to and including SEK 10 million.	Agreements with unlimited liability should not be signed.	
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*Documented review means that the prerequisites regarding the legal act must be adequately investigated through drafting or examining agreements, budgets and such, as well as within the established limits on borrowing and in accordance with internal policy documents.

Vice-chancellor's delegation of authority to the university director

The vice-chancellor's delegation to the university director includes authority corresponding to the overall responsibility for the university's Central Services and administrative processes.

	General information	Comments	May not be delegated
1.22	Determine payment authorisation instructions.		
1.23	Power of signature on behalf of the university for amounts up to and including SEK 50 million for the following transactions: <ul style="list-style-type: none"> • Payment of employer contributions and taxes • Signing the university's monthly payroll • Payment of special payroll tax to the Swedish Social Insurance Agency • Payment of VAT, excise tax and such to the Swedish Tax Agency 	Subdelegated to the head of the Financial and Budgeting Office	
1.24	Power of signature on behalf of the university for amounts up to and including SEK 5 million, for additional purposes		
	Budget and planning operations		
1.25	Deciding on procedures that govern the university's budgeting, financial reporting, financial monitoring and annual accounts.		
1.26	Deciding on rules and procedures that govern the university's financial administration.		
	Externally funded activities	The amount refers to the university's share in the project, including transfers	
1.27	Approving applications for external funding of amounts of up to and including SEK 10 million, after documented review.*		X
1.28	Approving receiving and managing external funding, within the area of responsibility of Central Services, of amounts of up to and including SEK 10 million, after documented review.*		X
	Investments and property management		
1.29	Deciding on investments within the framework of the current established plan for the provision of premises.		

1.30	Signing, terminating and receiving terminations of rental contracts within the framework of the established plan for the provision of premises.		
1.31	Deciding procurement matters at the university.		
1.32	Deciding on divestments of furnishings, equipment or intangible assets.	Preceded by consultation with the head of the Financial and Budgeting Office.	X

*Documented review means that the prerequisites regarding the legal act must be adequately investigated through drafting or examining agreements, budgets and such, as well as within the established limits on borrowing and in accordance with internal policy documents.

2 Education and research

Matters incumbent on the vice-chancellor

	Professional training	Comments
2.1	Establishment and discontinuation of a degree programme or revisions of a degree programme that prompt a change in the title of qualification.	Preceded by consultation with involved deans and faculty boards.
2.2	Establishment and discontinuation of main field of study, including the related degree-awarding powers, for first-cycle and second-cycle education.	Preceded by consultation with involved deans and faculty boards.
2.3	Further measures following investigation of student disciplinary cases (Higher Education Ordinance 10:9).	
2.4	Interim suspension of students, following consultation with the legally qualified member of the disciplinary board (Higher Education Ordinance 10:14).	
	Research	
2.5	Establishment and discontinuation of research centres.	This is preceded by a dialogue with all deans.
2.6	Withholding or returning doctoral student's resources for third-cycle studies (Higher Education Ordinance 6:30 and 31).	This power of decision may not be delegated (Higher Education Ordinance 6:36).

Vice-chancellor's delegation of authority to the faculty boards and the teacher education board

	General information	Comments	May not be delegated
2.7	Establishment of the faculty's and teacher education's long-term strategies, based on the framework decided by the university board, regarding the general direction of the organisation.		
	First- and second-cycle education		
2.8	Establishment and discontinuation of subjects.	Only concerns faculty boards.	
2.9	Establishment and discontinuation of courses.		

2.10	Establishment of programme syllabuses for degree programmes and courses syllabuses for courses, within the respective area of responsibility.		
2.11	Awarding the title of distinguished university teacher.	Only concerns faculty boards.	
	Third-cycle education	Sect. 2.12 – 2.15 and 2.17 – 2.19 only concern faculty boards.	
2.12	Establishment and discontinuation of subjects.		
2.13	Establishment of a general syllabus for subject that offers third-cycle education.		
2.14	Deciding on the establishment of doctoral studentships.		
2.15	Admissions to third-cycle education.		
2.16	Deciding on the organisation of third-cycle education within the respective area of responsibility.	This is preceded by consultation with the faculty concerned.	
	Research		
2.17	Appointing docents in accordance with the faculty's area of responsibility.		
2.18	Fulfilling the duties of an entity responsible for research under the Ethical Review Act and other regulations related to this Act.	Pursuant to C2022/152.	
2.19	Deciding on affiliations.		

Vice-chancellor's delegation to the dean of faculty

	First- and second-cycle education	Comments	May not be delegated
2.20	Approval or rejection of credit transfer for complete or partial courses.	To be carried out as necessary after consultation with a study and career counsellor. There is no need to prepare and report on matters.	
2.21	Deciding on credit transfer based on qualitative targets (general higher education credits).	To be carried out as necessary after consultation with a study and career counsellor. There is no need to prepare and report on matters.	
2.22	Deciding on course replacement.	No need to prepare and report on matters.	
2.23	Deciding that a planned course or study programme is cancelled for the upcoming semester.		
	Third-cycle education		

2.24	Approves exceptions from general entry requirements in applications for third-cycle education.		
2.25	Approving individual study plans for third-cycle students.	Third-cycle student refers to those who have been admitted to and pursue third-cycle studies, according to the Higher Education Ordinance Chap. 1 Sect. 4.	
2.26	Approving or rejecting credit transfer.	No need to prepare and report on matters.	
2.27	Approving transfer of third-cycle student from another higher education institution.		
2.28	Appointing supervisors, including one principal supervisor, and examiners for third-cycle students.		
2.29	Deciding the time and place for public defence of a thesis, within the faculty's area of responsibility, as well as appointing chairperson, external reviewer and examining committee.		
2.30	Deciding on the minimum number of copies of the doctoral thesis, as well as compensation for them.	Should be performed in consultation with the editor.	

Vice-chancellor's delegation of authority to the university director

	Admission and entry requirements	Comments	May not be delegated
2.31	Deciding on admission matters.		
2.32	Deciding in individual cases regarding entry and qualification requirements issues.	Preceded by consultation with representatives from the subject concerned, as needed.	
2.33	Deciding on appointment matters.		
	Degree matters and credit transfer		
2.34	Determining the design and issuing of degree diplomas, including diploma supplements.		
2.35	Deciding on credit transfers of general credits earned abroad.	This shall be done in consultation with the faculty concerned. No need to prepare and report on matters.	
2.36	Approving or rejecting credit transfer within the VAL project.	This shall be done in consultation with the faculty concerned. There is no need to prepare and report on matters.	
	Academic year		

2.37	Determining the dates of the academic year and study periods.		
	Assistance for students with special needs		
2.38	Deciding on assistance for students with long-term special needs.		

3 Organisation and administration, etc.

Matters incumbent on the vice-chancellor

	General information	Comments
3.1	Issues assigned by the university board to the vice-chancellor, to decide on.	
3.2	The university organisation, except for general matters of policy and principle, which is determined by the university board.	
3.3	Guidelines for the utilisation of the university premises, as well as determining the general disposition of the premises.	
3.4	Regulations and other university-wide governing documents, except for those that must be decided by the university board.	
3.5	Appointing recipients of the award "Karlstads universitets vänner" (Friends of Karlstad University award).	
	Board members, etc.	
3.6	Establishing a voting list comprising teachers from several faculties and other units.	
3.7	The framework for the consultations within and outside of the university, which shall precede the submittal of the university's proposal of members of the board to the government (Higher Education Ordinance 2:7a).	
3.8	Proposals to the government, regarding chair and members of the board that the government is to appoint (Higher Education Ordinance 2:7a).	
3.9	<p>Appointment of the following members of university functions:</p> <ul style="list-style-type: none"> • The Disciplinary Board: One legally qualified member and one alternate. • The Disciplinary Board: One teacher representative and one alternate, proposed by all deans. • The Health and Safety Committee: Members are appointed by the employer. • The Research Ethics Committee: Five teacher representatives and two external members, proposed by the faculty boards and the teacher education board. 	The vice-chancellor can establish additional university bodies, as well as determine which categories of members to appoint for these.

Vice-chancellor's delegation to the dean of faculty

	General information	Comments	May not be delegated
3.10	Responsible for the strategic planning of the faculty and for monitoring the activities.		

3.11	Responsible for risk analysis in accordance with the ordinance on internal management and control		
3.12	Determines the departmental organisation of the faculty, in consultation with the vice-chancellor.		
3.13	Responsible for ensuring that negotiations and the provision of information are in accordance with the Act on Co-Determination at Work (1976:580) before decisions are made by the dean and the faculty board.		
	Work environment		
3.14	Deciding on the allocation of duties related to the work environment.	A template for delegation of duties related to the work environment shall be used.	
3.15	Implementation of systematic work environment procedures.		
3.16	Annually and in writing, follow up on the systematic work environment management.	This is done using the IA system.	
3.17	Implementation of systematic fire-safety measures.		
3.18	Responsible for preventing, handling and taking measures against discrimination and harassment.		
	Gender mainstreaming		
3.19	Responsible for gender mainstreaming in the faculty.		
	Environment/sustainable development		
3.20	Integrating the university's environmental management system at faculty level.	The university director is responsible for the environmental management system at the university.	
3.21	Responsible for implementing sustainable development into degree programmes, in accordance with to the university model for sustainable development in education.		
	Other matters		
3.22	Responsible for the faculty's personal data processing.		
3.23	The dean also has the power of decision in other matters concerning the faculty's activities, except for issues where the faculty board or some other university body has the power of decision.		

Vice-chancellor's delegation to the dean of teacher education

	General information	Comments	May not be delegated
3.24	Responsible for the strategic planning of the teacher education, as well as for monitoring the activities.		
3.25	Responsible for risk analysis in accordance with the ordinance on internal management and control		

3.26	Responsible for ensuring that negotiations and the provision of information are in accordance with the Act on Co-Determination at Work (1976:580) before decisions are made by the dean and the teacher education board.		
	Gender mainstreaming		
3.27	Responsible for gender mainstreaming in teacher education.		
	Environment/sustainable development		
3.28	Integration of the university's environmental management system in teacher education.	The university director is responsible for the environmental management system at the university.	
3.29	Responsible for implementing sustainable development into degree programmes, in accordance with to the university model for sustainable development in education.		
	Other matters		
3.30	Responsible for the teacher education's personal data processing.		
3.31	The dean also has the power of decision in other matters concerning the teacher education's activities, except for issues where the teacher education board or some other university body has the power of decision.		

Vice-chancellor's delegation of authority to the faculty boards and the teacher education board

	General information		
3.32	Appointing honorary doctors.	Following information to vice-chancellor.	

Vice-chancellor's delegation of authority to the university director

Responsibilities refer to the university as a whole, unless stated otherwise.

	General information	Comments	May not be delegated
3.33	Deciding on the organisation of activities at Central Services within the framework set by the university board.		X
3.34	Responsible for strategic planning of Central Services, as well as for monitoring their activities.		
3.35	Responsible for risk analysis in accordance with the ordinance on internal management and control.		

3.36	Overall responsibility for university-wide administrative processes.		X
3.37	Deciding on regulations and procedures related to the university's operational support.		
3.38	Responsible for ensuring that negotiations and the provision of information are in accordance with the Act on Co-Determination at Work (1976:580) within the areas of responsibility of Central Services.		
	Division of labour		
3.39	Deciding on the organisational division of labour within Central Services.		X
	Work environment		
3.40	Deciding on the university's guidelines for systematic work environment management and for rehabilitation work.		
3.41	Division of labour related to work environment within Central Services.	A template for delegation of duties related to the work environment shall be used.	
3.42	Implementation of systematic work environment procedures within Central Services.		
3.43	Annually and in writing, follow up on the systematic work environment management within Central Services.	This is done using the IA system.	
3.44	Overall responsibility for university premises as regards work environment, safety and fire protection.		
3.45	Implementation of systematic fire protection procedures within Central Services.		
3.46	Responsible for preventing, handling and taking measures against discrimination and harassment.		
	Gender mainstreaming		
3.47	Responsible for gender mainstreaming in Central Services.		
	Security matters		
3.48	Deciding on university-wide security matters and crisis management, including fire protection and evacuation:		
3.49	Deciding on matters related to IT security.		
	Access to premises and teaching resources		
3.50	Approving the university's action plan for accessibility to the university premises and other educational resources.	The head of the Student and Executive Services Office is tasked with coordinating the implementation of the action plan.	X
	Environment/sustainable development		

3.51	Deciding on the university's environmental management system, environmental reports and monitoring.		
	Management of art		
3.52	Determining the placement and maintenance of works of art owned by the university.		
	Other matters		
3.53	Coordinating measures related to privacy protection issues.		X
3.54	Responsible for the processing of personal data by Central Services.		
3.55	The university director has the power of decision in all additional matters concerning the operations of Central Services, except when decisions in such matters are incumbent on other executives.		

4 Staff matters

Matters incumbent on the vice-chancellor

	General information	Comments
4.1	Establishing guidelines for the appointment as dean.	
4.2	Appointing the dean, deputy dean and vice chair of the teacher education board.	
4.3	Recruiting or promoting teachers and certain other staff as follows: <ul style="list-style-type: none"> • professor • adjunct professor • visiting professor • senior professor • university director • chief internal auditor 	The recruitment of professors may not be delegated pursuant to the Higher Education Ordinance. Decisions regarding employment matters related to chief internal auditor will be made in consultation with the chair of the university board.
4.4	Staff matters as follows: <ul style="list-style-type: none"> • Accepting resignations of the university director and chief internal auditor. Approving or denying requests for shortened notice period. • deciding on the submission of staff matters to the Staff Disciplinary Board • signing decisions on termination of employment for personal reasons, following a decision by the Staff Disciplinary Board 	The Staff Disciplinary Board examines matters of termination of employment due to personal reasons, matters regarding disciplinary responsibility, notification of legal action and suspension.

Vice-chancellor's delegation to the dean of faculty

	General information	Comments	May not be delegated
4.5	Deciding on recruitment profiles when recruiting teachers. Does not apply to professors.		
4.6	Recruitments: <ul style="list-style-type: none"> deciding on initiating/terminating recruitment of teachers (except for professors), other teaching and research staff and technical and administrative staff, for permanent or fixed-term employment at the faculty. 	Dean submits proposals to the vice-chancellor for initiating/terminating recruitment of professors, adjunct professors, visiting professors and senior professors.	
4.7	Employments: <ul style="list-style-type: none"> proposals to the vice-chancellor regarding the recruitment of professors, adjunct professors, visiting professors and senior professors. recruiting a head of administration at the faculty, in consultation with the university director recruiting teachers (except for professors), other teaching and researching staff and technical and administrative staff at the faculty. 	The head of HR can indicate that a vacant position needs to be filled through reassignment.	X X
4.8	Promotions in accordance with Karlstad University's Appointments Procedure. <ul style="list-style-type: none"> proposals to the vice-chancellor regarding promotion of senior lecturer to professor promoting associate senior lecturers and lecturers to senior lecturers. 		X X
4.9	Pay setting for new employees: <ul style="list-style-type: none"> For some staff categories, there are local agreements that regulate monthly salary and hourly wage. When applicable, these shall be applied. 	Decisions regarding employment and salary for professors, adjunct professors, visiting professors and senior professors are made by the vice-chancellor.	
4.10	Salary review: Representing the employer at salary reviews for faculty staff, in accordance with the university's pay policy and in keeping with established guidelines and collective agreements.	May only be delegated to heads with employer responsibility. In collective agreement negotiations, the negotiations are completed only when the head of HR has signed the collective agreement on new salaries.	

4.11	<p>Pay setting outside of salary reviews during the term of employment:</p> <ul style="list-style-type: none"> submitting proposals for all staff to the head of HR, regarding changes in salaries during the term of employment or when fixed-term employments are extended, as well as outside of the usual salary review period. 	The head of HR makes the decision.	
4.12	Deciding on a higher salary for a doctoral student than what is stipulated by the pre-determined steps in a local agreement on pay setting.		X
4.13	Verifies that a doctoral student meets the requirements for moving up the pre-determined steps in accordance with a local agreement on pay setting for doctoral students.	Delegated to the doctoral student's supervisor.	
4.14	<p>Leadership and division of labour at the faculty, as well as deciding on:</p> <ul style="list-style-type: none"> work duties overtime/extra hours and compensatory leave assigning leave periods official business trips leaves of absence reach agreements on remote work in accordance with university guidelines for remote work. 	<p>Leave periods for teachers are regulated in a collective agreement.</p> <p>The total extra hours and overtime for an employee may not exceed 200 hours in a calendar year.</p>	Cannot be delegated : overtime exceeding 150 hours per year, extra hours exceeding 175 hours per year
4.15	<p>Sideline occupations:</p> <ul style="list-style-type: none"> approving employees' reported sideline occupations determining that a sideline occupation cannot be approved under current regulations and indicating that an employee may not commence or has to discontinue such a sideline occupation. Negotiating in accordance with the Co-Determination at Work Act before deciding to deny a sideline occupation that compete with university activities or impede employee performance. 	May be delegated, and the matters does not normally need to be prepared and reported on. However, difficult or legally complex matters shall always be decided by the dean based on a report by the responsible head.	
4.16	Accepting resignations of university employees. When applicable, approving or denying requests for shortened notice period.		
4.17	In the event of termination due to redundancy: Signing agreement for exemption from work during notice period.		
4.18	<ul style="list-style-type: none"> Appointing head of department and deputy head of department for departments at the faculty, in consultation with the vice-chancellor director of studies examiners for first-cycle and second-cycle courses head of subject 	Dean for the teacher education can appoint programme coordinators employed at one of the faculties, in	

	<ul style="list-style-type: none"> programme coordinator. 	consultation with the head of department.	
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Vice-chancellor's delegation of authority to the university director

The university director delegates decisions in staff matters to the heads of Central Services offices, while taking corresponding decisions regarding management. Unless stated otherwise, the delegation of authority below refers only to Central Services staff.

	General information	Comments	May not be delegated
4.19	Establishing guidelines and instructions for recruitment of all administrative and technical staff.		
4.20	Establishing, removing and modifying job titles concerning administrative and technical staff at the university.		
4.21	Deciding on BESTA classifications.	Applies to all staff.	
4.22	Negotiating local collective agreements.	Applies to all staff.	
4.23	Representing the employer at co-determination negotiations regarding reassignment and redundancy.	Applies to all staff.	
4.24	Representing the employer in interpretation of and disagreements about labour legislation and contracts.	Applies to all staff.	
4.25	Leading the work and determining the division of labour, as well as making related decisions.		
4.26	Signing agreements with other state agencies on staff sharing and making decisions on staff sharing.	Applies to all staff.	
4.27	Deciding on salary deductions for absences other than leave, salary deductions during suspension, and salary deductions when relieved from duty.	Villkorsavtalet Chap. 6, Sect. 7-10 Applies to all staff. May not be delegated further than the deputy head of HR.	
4.28	In the event of termination due to redundancy: Signing agreement for exemption from work during notice period at Central Services.		
	Recruitment and terms of employment		
4.29	Appointing technical and administrative staff within Central Services, provided that the position is not filled through reassignment.		
4.30	Cancelling recruitment within the university, for example due to reassignments.	Applies to all staff.	
4.31	Deciding on reassignment matters within the university.	May not be delegated further than the deputy head of HR.	

4.32	Deciding on the allocation of funds for reassignment measures, in accordance with local agreements.		
4.33	Accepting resignations of university employees working within Central Services. When applicable, approving or denying requests for shortened notice period.		
4.34	Deciding on termination of employment due to redundancy.	Applies to all staff and may not be delegated further than the head of HR.	
4.35	Deciding on terms when employment is terminated through agreement/contract with the employee.	Applies to all staff and may not be delegated further than the head of HR.	
4.36	Deciding on partial pensions.	Applies to all staff.	
4.37	Sideline occupations at Central Services: <ul style="list-style-type: none"> • approving employees' reported sideline occupations • determining that a sideline occupation cannot be approved under current regulations and indicating that an employee may not commence or has to discontinue such a sideline occupation. • Negotiating in accordance with the Co-Determination at Work Act before deciding to deny a sideline occupation that compete with university activities or impede employee performance. 	May be delegated, and the matters does not normally need to be prepared and reported on. However, difficult or legally complex matters shall always be decided by the university director based on a report by the responsible head.	
4.38	Leading the work and determining the division of labour within Central Services, as well as deciding on: <ul style="list-style-type: none"> • work duties • overtime/extra hours and compensatory leave • assigning leave periods • official business trips • leaves of absence • reach agreements on remote work in accordance with university guidelines for remote work. 	The total extra hours and overtime for an employee may not exceed 200 hours in a calendar year.	Cannot be delegated: overtime exceeding 150 hours per year, extra hours exceeding 175 hours per year
Pay setting and salary review			
4.39	Deciding on salaries and other terms of employment when recruiting administrative and technical staff within Central Services.		
4.40	Salary review: Representing the employer at salary reviews for central services staff, in accordance with the university's pay policy and in keeping with established guidelines and collective agreements.	May only be delegated to heads with employer responsibility. In collective agreement negotiations, the negotiations are completed only when the head of HR has signed the	

		collective agreement on new salaries.	
4.41	Responsible for leading the local salary review work at Karlstad University as a whole.	Applies to all staff.	
4.42	Deciding on all salary changes, including individual additional remuneration, during the term of employment or in conjunction with extensions of fixed-term employments, as well as outside of the usual pay review period.	Applies to all staff. Recommendations are made by the head, taking into account the current pay policy and guidelines for pay setting. May not be delegated further than the deputy head of HR.	
4.43	Making decision on separate agreements in accordance with Villkorsavtal and Villkorsavtal-T.	Applies to all staff.	