

Vice-chancellor's delegation of authority

Decided by the Vice-Chancellor on 31 January 2022 and valid 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 the vice-chancellor's delegation of authority¹. This delegation of authority policy 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 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 show who is delegating what to whom, as well as the time period of delegation.

Delegations may be revoked or reassigned by the delegator. The revocation may be general, for a number of related matters, or for one specific matter. A delegatee may also, if needed, defer the matter back to the delegator.

¹ Other issues than what is specified in Chap. 2, Sect. 2 of the Higher Education Ordinance (1993:100) shall, according 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 state otherwise.

Decision:	Rb 13/22	Reg.no.	C2022/158	Replaces:	RB 4/19, RB 58/20	Reg.no. C2019/62 C2020/360
Applies from:	31 January 2022	until:	further notice	Officer:	Eva Rendahl	

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 Committee.

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'S DECISIONS
Other management staff	make	EXECUTIVE DECISIONS
Administrative staff at the university who have been delegated power of decision	make	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 5 million SEK.
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 10 million SEK, 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 10 million SEK.
1.9	Approving the receipt and administration of external research funds.	Subdelegated to deans and the university director, for amounts up to and including 10 million SEK.

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.

Regarding professional teachers, the teacher education board is responsible for credit-bearing courses in the Principal Education. The faculties are responsible for any other professional development for teachers.

	General	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.		
1.13	General allocation of direct government funding to first-cycles studies, second-cycle studies and third-cycle studies.		

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.

Approval of contracts and applications as described below cannot include a quid pro quo in the form of allocation of direct government funding from the university, which exceeds the approved funding.

	General	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 5 million SEK, 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 5 million SEK, 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 10 million SEK, after documented review.*		

1.19	Signing agreements for grants, contract education or research, or collaborative research for amounts up to 10 million SEK, after documented review.*		
1.20	Approving the receipt and administration of research funds for amounts up to 10 million SEK, after documented review.*		
1.21	Signing confidentiality agreements with potential claims of compensation of up to and including 10 million SEK.	Agreements with unlimited liability should not be signed.	

*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	Comments	May not be delegated
1.22	Deciding on issues regarding regulations and policies related to the university's operational support.		X
1.23	Deciding on the Central Services' activities, organisation, finances, staff and infrastructure within the framework set by the university board.		X
1.24	Determine payment authorisation instructions.		
1.25	Power of signature on behalf of the university for amounts up to and including 50 million SEK for the following transactions: <ul style="list-style-type: none"> • Payment of employer contributions and taxes • Signing the university's monthly payroll • Wage garnishment payments to the Enforcement Authority on behalf of employees • Payments to Trygghetsstiftelsen • Payment of special payroll tax to the Swedish Social Insurance Agency • Payment of VAT, excise tax and such to the Swedish Tax Agency • Manual payment of salary in case of cancelled payment (for example in case the account number is wrong) • Payment of salary advances, travel advances and compensation for expenses to employees 	Subdelegated to the head of the Financial and Budgeting Office	
1.26	Power of signature on behalf of the university for amounts up to and including 5 million SEK, for additional purposes		

	Budget and planning operations		
1.27	Deciding on procedures that govern the university's budgeting, financial reporting, financial monitoring and annual accounts.		
1.28	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	
1.29	Approving applications for external funding of amounts of up to and including 10 million SEK, after documented review.*		X
1.30	Approving receiving and managing external funding, within the area of responsibility of the Central Services, of amounts of up to and including 10 million SEK, after documented review.*		X
	Investments and property management		
1.31	Deciding on investments within the framework of the current established plan for the provision of premises.		
1.32	Signing rental contracts within the framework of the established plan for the provision of premises.		
1.33	Deciding procurement matters at the university.		
1.34	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

	Education	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.	This is preceded by a dialogue 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 and forums.	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	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-cycle education 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 studies	P. 2.12 — 2.15 and 2.17 only concern faculty boards.	
2.12	Establishment and discontinuation of subjects.		
2.13	Establishment of a general syllabus for subject that offers third-cycle studies.		

2.14	Deciding on the establishment of doctoral studentships.		
2.15	Admissions to third-cycle studies.		
2.16	Deciding on the organisation of third-cycle studies 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.		

Vice-chancellor's delegation to the dean

	First-cycle education and second-cycle education	Comments	May not be delegated
2.18	Approval or rejection of credit transfer for complete or partial courses.	Carried out as necessary, after consultation with the study and career counsellor. There is no need to prepare and report on matters.	
2.19	Deciding on credit transfer based on qualitative targets (general ECTS credits).	Carried out as necessary, after consultation with the study and career counsellor. There is no need to prepare and report on matters.	
2.20	Deciding on course replacement.	No need to prepare and report on matters.	
	Third-cycle studies	Only concerns the dean on the faculty in question.	
2.21	Approves exceptions from general entry requirements in applications for third-cycle studies.		
2.22	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.	
2.23	Approving or rejecting credit transfer.	No need to prepare and report on matters.	
2.24	Approving transfer of third-cycle student from another higher education institution.		
2.25	Appointing supervisors, including one principal supervisor, and examiners for third-cycle students.		

2.26	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.		
2.27	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
2.28	Deciding on admission matters.		
2.29	Deciding in individual cases regarding entry and qualification requirements issues.	Preceded by consultation with representatives from the subject concerned, as needed.	
2.30	Deciding on appointment matters.		
	Degree matters and credit transfer		
2.31	Determining the design and issuing of degree diplomas, including diploma supplements.		
2.32	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.	
	Academic Year		
2.33	Determining the dates of the academic year and study periods.		
	Assistance for students with special needs		
2.34	Deciding on assistance for students with long-term special needs		

3 Organisation and management, etc.

Matters incumbent on the vice-chancellor

	General	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	Policies and other university-wide regulations.	
3.5	Appointing recipients of the "Karlstads universitets vänner" award (Friends of Karlstad University award).	
	Board members, etc.	
3.6	Establishes 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	Appointment of the following members of university functions: <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 Work Environment 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

	General	Comments	May not be delegated
3.10	Responsible for the strategic planning of the faculty or teacher education, as well as for monitoring the activities.		

3.11	Determines the departmental organisation of the faculty, in consultation with the vice-chancellor.		
3.12	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, the faculty board or the teacher education board.		
	Work environment		
3.13	Deciding on the division of labour related to work environment within the faculty or teacher education.	A template for delegation of duties related to work environment shall be used.	
3.14	Implementation of systematic work environment procedures.		
3.15	Implementation of systematic fire-safety measures.		
3.16	Responsible for preventing, handling and taking measures against discrimination and harassment.		
	Gender mainstreaming		
3.17	Responsible for gender mainstreaming in the faculty or teacher education, in accordance with established action plan.		
	Environment/sustainable development		
3.18	Ensuring that the faculty or teacher education adhere to the university's environmental policy.	The university director is responsible for the environmental management system at the university.	
3.19	Integrating the university's environmental management system into the faculties and teacher education.		
3.20	Converting general environmental goals into action plans for the faculties and teacher education.		
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 or teacher education's personal data processing.		
3.23	The dean also has the power of decision in other matters concerning the faculty's or teacher education's activities, except for issues where the faculty board, 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		
3.24	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	Comments	May not be delegated
3.25	Responsible for strategic planning of the Central Services, as well as for monitoring their activities.		
3.26	Overall responsibility for university-wide administrative processes.		X
3.27	Responsible for ensuring that negotiations and the provision of information are in accordance with the Act on Co-Determination at Work (1976:580) before significant decisions are taken concerning Central Services staff.		
	Division of labour		
3.28	Deciding on the organisational division of labour within the Central Services.		X
	Work environment		
3.29	Division of labour related to work environment within the Central Services.	A template for delegation of duties related to work environment shall be used.	
3.30	Implementation of systematic work environment procedures within the Central Services.		
3.31	Overall responsibility for university premises as regards work environment, safety and fire protection.		
3.32	Implementation of systematic fire protection procedures within the Central Services.		
3.33	Responsible for preventing, handling and taking measures against discrimination and harassment.		
	Gender mainstreaming		
3.34	Responsible for gender mainstreaming in the Central Services, in accordance with established action plan.		
	Security matters		
3.35	Deciding on university-wide security matters and crisis management, including fire protection and evacuation:		
3.36	Deciding on matters related to IT security		
	Access to premises and teaching resources		

3.37	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		
3.38	Deciding on the university's environmental management system, environmental reports and monitoring.		
	Management of art		
3.39	Determining the placement and maintenance of works of art owned by the university.		
	Other matters		
3.40	Coordinating measures related to privacy protection issues.		X
3.41	Responsible for the processing of personal data by the Central Services.		
3.42	The university director has the power of decision in all additional matters concerning the operations of the Central Services, except when decisions in such matters are incumbent on other executives.		

4 Staff

Matters incumbent on the vice-chancellor

	General	Comments
4.1	Establishing guidelines for recruitment of deans, as well as their duties.	
4.2	Appointing dean and pro dean.	
4.3	Recruitment of teachers and certain other staff, as stated below: <ul style="list-style-type: none"> • professor — recruitment/promotion; this power of decision may not be delegated (Higher Education Ordinance 4:13). • adjunct professor — this power of decision may not be delegated (Higher Education Ordinance 4:13). • visiting professor — this power of decision may not be delegated (Higher Education Ordinance 4:13). • senior professor — this power of decision may not be delegated (Higher Education Ordinance 4:13). • university director • chief internal auditor 	Decisions regarding employment matters related to chief internal auditor will be made in consultation with the chair of the university board. Proposals for promotion/recruitment of professors are submitted by the dean.
4.4	Staff matters as follows: <ul style="list-style-type: none"> • accepting resignations of professors, the university director and chief internal auditor 	Staff Disciplinary Board examines matters of termination of employment due to

	<ul style="list-style-type: none"> deciding on the submission of staff matters to the Staff Disciplinary Board deciding on termination of employment for personal reasons, following a decision by the Staff Disciplinary Board 	personal reasons, matters regarding disciplinary responsibility, notification of legal action and suspension.
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Vice-chancellor's delegation to the dean

For the dean of the teacher education, the delegation below only applies to staff at the Faculty Office for Teacher Education.

	General	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 and visiting professors.	
4.7	Employments: <ul style="list-style-type: none"> proposals to the vice-chancellor regarding the recruitment of professors, adjunct professors and visiting 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. 	Before deciding on or proposing employment, the dean shall prepare the matter in accordance with the university's Appointments Procedure. 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"> determining the hourly rate for a teacher newly-appointed on an hourly basis, based on provisions in local agreements 	Salaries for professors, adjunct professors and visiting professors are determined in	X

	<ul style="list-style-type: none"> determining salaries for newly-appointed teachers and doctoral students, based on provisions in local agreements regarding pay setting for doctoral students determining salaries for other teaching and research staff submits proposals to the head of HR regarding salaries when recruiting new administrative and technical staff 	consultation with the vice-chancellor.	X
4.10	Salary review: Representing the employer at salary reviews for faculty staff, in accordance with the university's salary policy and in keeping with established guidelines and agreements.	May only be delegated to department and administrative heads. The head of HR signs collective agreements on salaries.	
4.11	Pay setting outside of salary reviews during the term of employment: <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 an additional remuneration, on the basis of a local agreement about the deputy head of department's additional remuneration.		X
4.13	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
4.14	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.		
4.15	Leadership and division of labour at the faculty, as well as deciding on: <ul style="list-style-type: none"> work duties overtime/additional time and compensational leave assigning leave periods official business trips leaves of absence 	Leave periods for teachers are regulated in a local agreement.	
4.16	Sideline occupations: <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. 	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	

		reports by administrative or department heads.	
4.17	Accepting staff resignations. Does not apply to professors.	The vice-chancellor decides on whether to accept resignations by professors.	
4.18	Appointing the following positions, in accordance with the established framework for the organisation: <ul style="list-style-type: none"> • 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 • programme director 	Dean for the teacher education can appoint programme directors employed at a faculty.	

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	Comments	May not be delegated
4.19	Establishes guidelines and instructions for all recruitments.	Does not apply to the Appointments Procedure or procedures for recruitment of teaching staff.	
4.20	Establishing, removing and changing job titles within the university.	Applies to all staff, except for teaching staff.	
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 [MBL] regarding order of priority and reassignment reviews.	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.		
	Recruitment and terms of employment		
4.26	Appointing technical and administrative staff, provided that the position is not filled through reassignment.	The head of HR must be consulted on the matter.	
4.27	Cancelling recruitment within the university, for example due to reassignments.	Applies to all staff.	

4.28	Deciding on reassignment matters within the university.	May not be delegated further than the head of HR.	
4.29	Deciding on the allocation of funds for reassignment measures, in accordance with local agreements.	Applies to all staff.	
4.30	Accepting staff resignations.		
4.31	Deciding on termination of employment due to redundancy.	Applies to all staff.	
4.32	Deciding on departure conditions beyond what is stated in local agreements, in case of termination of employment.	Applies to all staff and may not be delegated further than the head of HR.	
4.33	Deciding on partial pensions.	Applies to all staff.	
4.34	Deciding on sideline occupations.		
	Pay setting and salary review		
4.35	Deciding on salaries and other terms of employment when recruiting administrative and technical staff.		
4.36	Leading the local salary reviews.	Applies to all staff.	
4.37	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 deans, the library director, or heads of Central Services offices, taking into account the current pay policy and regulations regarding the setting of salaries.	
4.38	Following recommendations made by the deans, the library director, or heads of Central Services offices, a decision is made in accordance with Villkorsavtal and Villkorsavtal-T.	Applies to all staff.	