

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Title: Delegation of Authority		SOP #: GA.020.00
Effective Date	10.24.23	
Last Revision/Review	10.24.23	

1. Purpose

The purpose of this procedure is to ensure the efficient operation of the College while maintaining fiscal and policy integrity through the careful delegation of authority. The President or Dean who have authority may choose to delegate responsibility and authority to their subordinate staff or to others who, by virtue of their professional qualifications and/or functional relationship to the delegator's area of responsibility, are capable of exercising such responsibility and authority. Delegations of authority should be limited both in scope, number, and time frame to those which are necessary to achieve efficiency while maintaining accountability. No delegation shall be made of all or substantially all of the powers held by any persons making a delegation, or where checks and balances would be minimized. Individuals who receive delegated authority shall have active involvement with the activity being conducted; and have sufficient knowledge of the College policies, rules, laws, regulations and procedures to ensure compliance. The Delegator will provide for training to the Delegate to ensure compliance with legislation and the policies referred to above. A delegation of authority shall be commensurate with the employee's role within the organization.

It is the responsibility of Delegators to maintain proper control and management of their areas; the Delegator remains accountable for all actions taken by the Delegate. The Delegator shall take into account and maintain appropriate internal controls including separation of duties, reviewing reports, sampling completed transactions and monitoring the effectiveness of the controls established.

Delegates may not approve transactions for themselves, their relatives or approve transactions that directly benefit themselves or their relatives or, in any way, create a conflict of interest with the Delegate's responsibilities to the College. Such transactions must be countersigned by another authorized person, usually the person of next higher authority.

2. Related Policy/Authority

3. Faculty/Staff Responsibilities

Dean, President

4. Definitions/Abbreviations

Delegator: A person who has authority to take action on behalf of the College or department who transfers his/her authority to another College designee (Delegate).

Delegate: The College designee who is officially transferred the authority to act on behalf of the delegator.

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5. Procedural Steps

1. No one shall exercise any authority unless all administrators who are supervising the delegator are also absent.
2. In the event a delegate is unavailable/absent, the delegator reserves the right to assign another designee.

Delegator	Delegates
President	Dean; or VP of Administration
Dean	Senior Assoc. Dean of Academic Affairs; or Designee

6. Reports/Charts/Forms/Attachments/Cross References

7. Maintenance

Annual Review

8. Signature

Approved by	10.24.23
President	Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date