



## Delegation of Authority

**Effective Date:** November 21, 2024

**Supersedes:** April 24, 2024, February 22, 2022; September 27, 2016; April 30, 2009; May 3, 2001; April 27, 2000; May 25, 1995; April 23, 1992; June 27, 1991

---

### Employees

1. In accordance with applicable agreements negotiated with employee groups and policies and procedures established by the Board, the President (or the President's designate) is authorized to approve the following:
  - a) In respect of the Vice-Presidents, any leaves and acting appointments;
  - b) In respect of all other employees of the University (faculty and staff), all changes involving appointments, acting appointments, promotions, conferment of tenure, sabbatical leaves and the granting of continuing appointments;
  - c) All related salaries or salary changes for all positions below the level of Vice-President, except for the Deans, the Registrar, the University Librarian and the University Secretary, unless the President is authorized by the Senior Policy and Operations Committee to fix, in accordance with policies which may be established by the Board from time to time, the remuneration, retirement benefits and severance of those excepted employees;
  - d) All employee changes involving resignations, terminations, and retirements, except that any such change which will entail a continuing commitment on the part of the University other than normal pension benefits or which falls outside existing University policies shall be referred to the Senior Policy and Operations Committee.
2. While the Senior Policy and Operations Committee, at its discretion and on behalf of the Board, may impose conditions or limitations to apply in discussions or agreements, the Board authorizes the President to reach agreement with unions or associations representing employee groups, on collective changes in salaries and benefits and conditions attached thereto on the understanding that the agreements are subject to approval by the Board.

**Operations and Research**

3. The President is authorized to commit the University to the expenditure of funds and approve contracts, as follows:
  - a) Without limit, externally-imposed levies, such as municipal taxes and Workers' Compensation assessments, or any ongoing expenses for transactions, contracts, and agreements that have already been approved during Western's regular budget approval process; and
  - b) Up to a limit of \$5,000,000 for any one transaction, not otherwise included above.
4. In addition, the President may authorize purchases over \$5,000,000 of research equipment funded by external awards that require the funds to be used only for the specified purchase, provided that any contribution from the University's operating budget toward any one such purchase does not exceed \$5,000,000. Any purchases so approved by the President shall be reported to the Property and Finance Committee.
5. In addition, the President is authorized to approve real property purchases and dispositions as follows:
  - a) Up to \$10 million for the acquisition of real property directly adjacent to, or contiguous with, existing university property.
  - b) Up to \$5 million for the acquisition any other real property.
  - c) Up to \$5 million for the disposition of real property, including property directly adjacent to, or contiguous with, existing university property.

Any purchase or disposition so approved by the President shall be reported to the Property and Finance Committee in a timely manner.
6. The President and Vice-Presidents are authorized to transfer funds between accounts within approved budgets as required for the effective management of the University.
7. The President is authorized to sell or otherwise dispose of the University's physical assets having a fair market value of up to \$5 million.

**Imposition of Sanctions for Non-Academic Offences**

8. The President is authorized to take such measures as are appropriate to promote the orderly conduct of students and to impose academic and other sanctions on students who commit non-academic offences. This authority

may be sub-delegated by the President. This authority is not limited by proceedings taken under other internal policies or codes but can be limited by resolution of the Board.

9. The Administration, on the authority of the President (or the President's delegate), retains the discretion to impose academic and other sanctions on students for non-academic offences notwithstanding any other civil, criminal or quasi-criminal proceedings.