

## **Detailed Mandate Regulation for academic directors of institutes at Leiden Law School**

The Faculty Board of Leiden Law School,  
at a meeting on 7 March 2023,

considering the Mandate Regulation of Leiden University, adopted by the Executive Board on 23 April 1998, last amended by a decision of 26 April 2022, in which the Executive Board granted the Faculty Board of Leiden Law School the general mandate in the area of management tasks at Leiden Law School of Leiden University,

### **HAS DECIDED**

to establish a sub-mandate for the academic directors (*wetenschappelijk directeuren*, WDs) of the institutes at Leiden Law School, as follows:

#### **Article 1. General sub-mandate**

The Executive Board has granted a general mandate to the Faculty Board in relation to management. The Mandate Regulation (see attachment) adopted by the Executive Board sets out the limitations to the mandate by specifying the responsibilities that the Executive Board retains. The Mandate Regulation adopted by the Executive Board provides that the Faculty Board is authorised to grant sub-mandates.

The management tasks at the institutes, to the extent their nature or content are not of such consequence that they must be settled and signed by the Faculty Board, or must be decided by the Faculty Board, are performed on behalf of and under the responsibility of the Executive Board by the academic director of the relevant institute. The same sub-mandate is granted to the Director of Operational Management. This general sub-mandate, however, is subject to a number of exceptions.

#### **Article 2. Exceptions to the sub-mandate**

The sub-mandate does not apply to the management tasks for which the Executive Board retains responsibility in the mandate to faculty boards adopted by the Executive Board (Art. 2 Leiden University Mandate Regulation), nor to the management tasks for which the Faculty Board retains responsibility under that mandate regulation (Art. 4 Leiden University Mandate Regulation).

In addition, the sub-mandate does not cover responsibility for the following management tasks which the Faculty Board hereby retains:

**a. with relation to personnel administration:**

- the appointment of personnel for an indefinite period;
- the appointment or promotion to a higher salary scale of teaching support staff and management staff in a position higher than salary scale 10 unless, after intervention by the Faculty Board, prior approval has been given by the Executive Board;
- the promotion of academic staff to positions in salary scale 13 or higher;
- the establishment of general rules related to employment conditions and staff safety;
- collective staff matters, such as organisational structure etc.; this requires consultation with the Faculty Council.

**b. with relation to financial administration:**

- entering into or extending obligations related to the purchase of goods and services to the value of more than €30,000 per transaction, unless a prior review has been conducted by the Leiden University Procurement Service. Purchases above €30,000 should be reported to the procurement department by the faculty finance department;
- entering into agreements with the Netherlands Organisation for Scientific Research (NWO) on the basis of the grant regulation for NWO-funded projects, where no parties other than Leiden University and NWO are involved;
- agreements entered into within the framework of the European Framework Programme Horizon 2020.

**c. with relation to the management of equipment and buildings:**

- the management of the buildings and related infrastructure;
- the allocation of accommodation among the institutes and the Faculty Office;
- providing accommodation for (legal) persons, not part of Leiden Law School.

**d. with relation to the management of information systems, data files and archives:**

- the management of data files as referred to in the Management and Administration Regulations. The academic director ensures timely provision of data for entry in systems;
- the management of data files related to study progress and finance.

In the absence of the Director of Operational Management, the Dean, having discussed the matter with the controller, holds the mandate for the aforementioned management tasks.

**Article 3. Substitute academic director**

The academic director is not authorised to mandate the sub-mandate. The academic director is authorised to designate a substitute, who only in the absence of the academic director, and if the matter cannot be delayed, is authorised to sign decisions on behalf of the academic director. The designation of this substitute requires the prior approval of the Faculty Board.

**Article 4. Signature**

When exercising a power by virtue of the sub-mandate, the academic director, or his substitute, signs "on behalf of the Executive Board", stating their name and position, with the exception of decisions that have legal consequences and research contracts, which are signed by the Director of Operational Management on the Faculty Board "on behalf of the Executive Board".

#### **Article 5. Instructions**

The Faculty Board may issue instructions to the academic directors with respect to the implementation of the sub-mandate

#### **Artikel 6. Accountability**

In terms of the extent to which and the way in which the academic directors make use of the powers conferred on them by this Detailed Mandate Regulation, they shall be accountable to the Faculty Board.

**This Regulation was adopted by the Faculty Board of Leiden Law School at its meeting on 7 March 2023 and takes effect as of 1 March 2023.**

## EXPLANATORY NOTES:

### **Article 2. Exceptions to the sub-mandate**

#### **a. with relation to personnel management:**

The management tasks of the academic directors with relation to personnel are as follows:

- I. deployment of human resources within the framework of faculty policy on personnel and manpower;
- II. management tasks related to staff concern solely individual matters. Matters related to all staff collectively such as the organisational structure, remuneration policy, staff training policy etc., are reserved for the Faculty Board, as consultation on this is also required with the Faculty Council;
- III. the preparation of all appointments and promotions, as well as decisions in individual cases of rewards for exceptional performance and using the training budget, are among the responsibilities of the academic directors, or in the case of the central faculty staff services, the Director of Operational Management. The academic director, or in the case of the central faculty staff services, the Director of Operational Management is responsible for the appointment of personnel on temporary contracts, including student assistants;<sup>1</sup> in such cases where personnel mutations need to be approved, the Institute Coordinator (IC) or secretary can be designated as deputy budget holder in Self Service. Note that the deputy must at all times log in with their own account;
- IV. part of the personnel management tasks of the academic director is also to ensure the safety of staff. The safety organisation provides advice and information. The Faculty Board retains responsibility for regulations that have a collective nature in relation to working conditions and staff safety.

#### **b. with relation to financial management:**

An overview is provided below of the management tasks mandated to the academic directors in relation to their own institute, decisions concerning resources within the first, second and third source of funding:

- I. the mandate to the academic directors covers taking decisions that have financial consequences. For example, when entering into obligations by way of contracts or the appointment of staff;
- II. and when approving payments (invoices and expense claims), for which the Institute Coordinator (IC) or secretary can be designated budget holder in Self Service in relation to handling invoices and expense claims. Note that the deputy must at all times log in with their own account;
- III. the academic director is also instructed to establish that the performance for which a payment is made, has actually been delivered. In practice, this is done by giving approval

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<sup>1</sup> This responsibility does not entail that appointment decisions etc. can be signed by the academic director or their substitute. This remains the responsibility of the Director of Operational Management or the Dean. Their signature ensures a final review of the decision.

in Self Service. The activity holders must establish whether the performance has been delivered.

**c. with relation to the management of equipment and buildings:**

- a. for the purpose of teaching and research, use is made of immovable and movable property such as computer equipment. The responsibility for monitoring the lawful and efficient use of this property lies with the academic director.
- b. the management of equipment also includes the obligation to register movable property. This registration is done by FEZ/FSSC on delivery of the ordered equipment in the information system prescribed for this purpose. The academic director must ensure that all relevant information is received by FEZ/FSSC. Movable property received free of charge from third parties, or via the second or third flow of funds, must also be registered.
- c. the academic director decides on the division of accommodation allocated to the institute by the Faculty Board.

- a. **with relation to the management of information systems, data files and archives:** The academic director ensures the timely and satisfactory submission of data for entry in the systems.

Attachment:

[https://www.organisatiegids.universiteitleiden.nl/binaries/content/assets/ul2staff/organisatiegids/reglementen/mandaatregeling-aan-faculteitsbesturen-het-ascl-de-honours-academy-het-iclone-het-ias-vastgesteld-26-april-2022\\_def.pdf](https://www.organisatiegids.universiteitleiden.nl/binaries/content/assets/ul2staff/organisatiegids/reglementen/mandaatregeling-aan-faculteitsbesturen-het-ascl-de-honours-academy-het-iclone-het-ias-vastgesteld-26-april-2022_def.pdf)