

CHANCELLOR (KA)

1. The scope of the Chancellor's duties and responsibility results directly from the provisions contained in this document, the University's financial management principles, employment principles, the Senate resolutions and Rector's ordinances regarding the Chancellor's area of activity, as well as in authorizations granted by the Rector.
2. The Chancellor performs the assigned duties in compliance with the provisions contained in the Act of 20 July 2018 – Law on Higher Education and Science, the Act of 27 August 2009 on Public Finance, the Act of 17 December 2004 on Liability for Breaching Public Finance Discipline, the Statutes and Principles of Financial Management of Poznan University of Technology.
3. The Rector serves as the direct superior of the Chancellor. The Rector may extend, change or specify the scope of the Chancellor's duties presented in this document.
4. The Chancellor is responsible for the efficient functioning of administrative, technical, supply, maintenance and security services, co-implementation of the University's strategic investments, and, in particular, for:
 - A) organizing the work of the University central administration,
 - B) planning and supervising general university-related costs, infrastructure maintenance costs, dormitory maintenance costs and costs related to maintaining leisure facilities,
 - C) maintaining the University's infrastructure,
 - D) developing and functioning of the IT system,
 - E) co-implementing construction projects,
 - F) managing fixed assets,
 - G) supply and transport,
 - H) safety of people and the University's property,
 - I) social affairs,
 - J) making use of the University's facilities.
5. The Chancellor represents the University in external relations in the scope specified in point 4, as well as in the scope of authorizations granted by the Rector.
6. The Chancellor performs the assigned duties directly and through the Deputy (A₁), Heads of subordinate organizational units and in cooperation with the Vice-Rectors.
7. The following organizational units are directly subordinate to the Chancellor: the Repairs and Maintenance Office (AR), the Economic Office (AG), the Services and Operation Office (AE), the Investment Management Office (AN), the Social Benefits Office (AW), the Public Procurement Office (AD), the Fire Safety Officer Position (AŻ), the Chancellor's Secretariat (AS), Kąkolewo Campus (AK) and Leisure Resorts (WO).
8. The Chancellor is responsible, in particular, for:
 - A) *in terms of organizing the work of subordinate units:*
 - 1) managing the human resources policy (in consultation with the Vice-Rectors in central administration units subordinate to them),
 - 2) determining and approving the scope of employees' duties (in consultation with the Vice-Rectors in central administration units subordinate to them),
 - 3) controlling their current activities, observing work discipline (in consultation with the Vice-Rectors in central administration units subordinate to them),
 - 4) presenting requests to the Rector related to promotion, awards, bonuses, penalties and changes resulting from the employment relationship (in consultation with the Vice-Rectors in central administration units subordinate to them),
 - 5) preparing opinions for the Rector regarding personal matters of administrative and technical employees being hired and already employed at the faculties and in the inter-faculty units;
 - B) *in terms of financial management:*
 - 1) preparing an operational and financial plan and observing the financial discipline of the subordinate organizational units (in consultation with the Vice-Rectors in central administration units subordinate to them),
 - 2) preparing and supervising the implementation of a general university-related costs plan,
 - 3) preparing an operational and financial plan and observing financial discipline in terms of services and operation costs,
 - 4) preparing an operational and financial plan and observing financial discipline in terms of dormitory operating costs,
 - 5) preparing an operational and financial plan and observing financial discipline in terms of leisure facility operating costs;

C) in terms of the IT system: approving action plans and supervising their execution;

D) in terms of infrastructure development and maintenance:

- 1) conducting activities to raise additional funds for the maintenance and development of the University's infrastructure,
- 2) creating conditions that guarantee safety and the proper maintenance of the University's infrastructure,
- 3) creating conditions that guarantee the proper regular operation and maintenance of the facilities and equipment,
- 4) preparing and carrying out repairs and modernization plans,
- 5) the condition of the leisure facilities,
- 6) the condition of the dormitory infrastructure;

E) in terms of the co-implementation of the University's strategic construction investments:

- 1) cooperating with the Ministry of Science and Higher Education and local authorities to the extent necessary for the proper implementation of an investment,
- 2) obtaining funds for the implementation of an investment,
- 3) supervising investment implementation schedules,
- 4) substantive settlement of subsequent stages of an investment;

F) in terms of managing fixed assets:

- 1) the work of liquidation committees,
- 2) conducting matters related to the management of the University's real estate;

G) in terms of supply and transport management:

- 1) making use of means of transport,
- 2) procurement and stocks of materials;

H) in terms of safety:

- 1) creating conditions that allow for a safe stay of students, employees and external persons on the University's premises,
- 2) protection of the University's assets;

I) in terms of using the University's facilities:

- 1) planning and introducing solutions leading to the rational use of the University's facilities,
- 2) planning and implementing relocations of units and their functions in connection with investments carried out at the University,
- 3) preparing data for annual plans for repairs and modernization of teaching facilities.

9. The Chancellor chairs or participates in the work of committees and teams as agreed by the Rector.