

EMPLOYMENT ACTIONS REQUIRING PRIOR APPROVAL
by the
PROVOST, EVP for RESEARCH & PARTNERSHIPS, DEAN of the GRADUATE SCHOOL

November 2015

(Previous Issue February 2014)

I. The following employment actions for all faculty and staff will require approval as outlined below:

- A. The Executive Vice President for Research & Partnerships is responsible for employment actions for research faculty.
- B. The Dean of the Graduate School is responsible for employment actions for graduate student staff.
- C. The Provost is responsible for employment actions for all other faculty and staff in areas reporting to the Provost.

II. General employment actions requiring prior approval:

- A. Actions for which prior approval by the Provost, the Executive Vice President for Research & Partnerships or the Dean of the Graduate School is required by policy
- B. Actions that require an exception to university policy
- C. Actions that are not supported by Human Resources

III. Employment actions requiring prior approval of the Provost:

Note: "Faculty" includes tenure, tenure track or clinical/professional faculty unless otherwise specified.

- A. All new appointments and other employment actions for faculty or staff reporting to a direct report of the Provost
- B. Faculty appointments with tenure
- C. Faculty with fiscal year appointments (includes AY to FY conversions; excludes visiting faculty and emeritus faculty appointments)
- D. Distinguished or named faculty appointments
- E. Faculty salaries outside the usual range for the rank and discipline
- F. Faculty appointments that are split with any other position classification
- G. Visiting faculty contract renewals beyond second year
- H. Changes from one (tenure, tenure track, clinical/professional or research) faculty classification to another faculty classification when there is not a search
- I. Changes from a faculty appointment to a non-faculty employment classification
- J. Addition of another classification to a tenure, tenure track, clinical/professional, research faculty appointment
- K. Retention or pre-emptive increases or mid-year increases for merit or equity for faculty
- L. Mid-year merit increases for exempt staff
- M. Changes in pay for exempt staff outside the range recommended by HR (includes reclassifications, new appointments, retention or pre-emptive, transfers and mid-year equity increases)
- N. Postings for new appointments of exempt staff with salaries of \$75,000 and above FY (or AY equivalent)
- O. Any position without recruiting activity for more than six (6) months
- P. Administrative supplements
- Q. Non-continuing education overloads for faculty or exempt staff
- R. Home department overloads for faculty or exempt staff
- S. Summer session appointments as required by the "Guidelines for Summer Session Support"

IV. Employment actions requiring prior approval of the Executive Vice President for Research and Partnerships

- A. Research faculty contracts greater than three years
- B. Research faculty contracts greater than the period of available research support
- C. Addition of another employment classification to a research faculty appointment
- D. The use of general funds in excess of 25% of total annual compensation
- E. Overload assignments for research faculty

V. Employment actions requiring prior approval of the Dean of the Graduate School

- A. Graduate staff employment actions that require an exception to Graduate School policy.
- B. Graduate staff appointments with unusually high salaries for the discipline as outlined in the Graduate Staff Employment Manual
- C. Appointment of a graduate student to any other staff type other than a student position

VI. The following employment actions are the responsibility of the offices identified below and should be coordinated directly with those offices.

- A. **Nepotism**---Office of the Vice President for Ethics and Compliance
- B. **Faculty Search Waiver**---Office of the Vice President for Ethics and Compliance
- C. **Voluntary Early Partial Retirement**---Human Resources