

**EMPLOYMENT ACTIONS REQUIRING PRIOR APPROVAL
BY THE PROVOST**

March 2008

(Previous Issue February 2008)

Prior Provost approval is required for the following employment actions for all faculty and staff other than research faculty; employment actions for research faculty require prior approval by the Vice President for Research ^(v). In addition, actions that require exceptions to policy, or requests that are outside HRS established salary ranges require a recommendation from Human Resource Services (HRS).

Direct Reports to the Provost:

- Any employment action for a direct report to a Vice President, Dean or Director who reports directly to the Provost

New Appointments:

- Faculty appointments with tenure
- Faculty with FY appointments including visiting faculty (excludes research faculty)
- Department head, assistant dean or associate dean appointments
- Distinguished or named faculty appointments
- Initial tenure track faculty contracts greater than three years; three and one-half years if a one semester delay in the probationary period has been approved
- Initial clinical/professional faculty contracts greater than two years
- Research faculty contracts greater than three years
- Research faculty contracts greater than the period of available research support
- Initial faculty offers that include support for summers beyond the initial contract period
- Faculty salaries outside the usual range for the rank and discipline
- Exempt Administrative/Professional salaries over \$100,000 FY (or AY equivalent) or outside the hiring range recommended by HRS
- Faculty appointments that are split with any other position classification
- Continuing Lecturers or Limited-term Lecturers with FY appointments
- Continuing Lecturers with salaries over \$65,000 AY (or FY equivalent)
- Limited-term Lecturers with salaries over \$50,000 AY; with 100.0 CUL
CUL; or with 50.0 CUL or greater for more than six consecutive semesters
- Post-docs with salaries below \$25,000 FY or above \$60,000 FY (or AY equivalent) or outside the usual range for the discipline
- Graduate staff appointments with unusually high salaries for the discipline (*approval delegated to the Dean of the Graduate School*)

Changes in Appointments:

- Contract extensions for research faculty
- Visiting faculty contract renewals beyond second year or extensions of short-term visiting faculty appointments
- Changes in CUL of previously approved appointments for tenure/tenure track, clinical/professional faculty or research faculty
- Conversions from FY to AY at non-standard rates
- Faculty conversions from AY to FY (excludes research faculty)
- Exempt Administrative/Professional conversions at non-standard conversion rates

- Conversions to AY at other than the beginning of the academic year or to FY at other than the beginning of the fiscal year
- Changes from a faculty appointment to any other non-faculty employee classification; changes to faculty from any other non-faculty employee classification
- Changes from one (tenure, tenure track, clinical/professional or research) faculty classification to another faculty classification
- Addition of another classification to a tenure, tenure track, clinical/professional, research faculty classification or a change in the split between classifications
- Voluntary Early Partial Retirement appointments outside the current university policy
- Emeritus Status
- Research faculty supported on bridge funding (defined in “*Research Faculty Implementation Guidelines*”)

Salary Adjustments:

- Mid-year increases for merit or equity for any faculty or exempt staff
- Competitive counter-offers for any faculty or exempt staff
- Transfers between positions when the new salary includes an increase and is over \$100,000 FY (or AY equivalent) or outside the hiring range recommended by HRS
- Reclassifications when the new salary includes an increase and is over \$100,000 FY (or AY equivalent), or is outside the range recommended by HRS
- Administrative supplements for any faculty or staff member with a base salary over \$100,000 FY (or AY equivalent), or when outside the “Guidelines for Administrative Supplements” (*issued January 2003 or any subsequent version*)
- Nonrecurring salary supplements for Distinguished Professors, Named University Professors, Named Professors and Faculty Scholars
- Nonrecurring Special Merit Pay increases
- All overload assignments for research faculty; overloads that exceed 20% of the full-time FY salary or 25% of the full-time AY salary for all other faculty and staff
- All non-continuing education overloads

Summer Session Appointments:

- New faculty without approved AY contracts
- As required by the “Guidelines for Summer Session Support” (*issued annually*).

Leaves of Absence:

- Exceptions to the sabbatical leave policy
- Faculty leaves without pay or with partial pay
- Research or other leaves on general or non-sponsored funds during summer session or for more than ten working days during the AY
- Any exceptions to a university leave policy

Other:

- Any employment action not supported by HRS
- Any exceptions to a university policy

⁽¹⁾“Faculty includes tenure, tenure track, clinical/professional, and research faculty unless otherwise specified. Employment actions for research faculty are delegated by the Provost to the Vice President for Research.