

November 24, 2015

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RE: Employment Actions Requiring Prior Approval

An updated review of approval responsibility for employment actions has recently been completed for areas reporting to the Provost. As a result, employment actions outlined in the attached list will require the prior approval of the Vice Provost for Faculty Affairs. Please direct these requests to Vice Provost Alyssa Panitch (approvalsofficeoftheprovost@purdue.edu). Requests requiring approval by the Executive Vice President for Research and Partnerships or the Dean of the Graduate School should be directed to their respective offices. This revises the list issued in February 2014.

If you have any questions concerning the specifics of this information, please contact your Director of Financial Affairs or Human Resources.



Connie L. Lapinskas
Assistant Provost for Finance and Administration

Attachment

cc: D. R. Castricone
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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