

Personnel actions required approvals

	VP*	Compensation/Employment	Presidential	Budget Office
Creating new permanent positions				
All eClasses (exclusive of CA, EE, FF, GA, IC, IF, LL, LS, ST, TE, VF, YY**)	x	x		x
Academic administrators, faculty, instructional and research positions	Provost/designee			
Position modifications (non-contractual)				
Changes in job responsibilities (no band change) - initiated by department head		x		
Changes in job titles (no band changes)	x	x		x
Salary increases (external candidates)	x	x		x
Re-Organizations (any changes to two or more positions)	x	x		x
Increases on lateral transfers	x	x		x
Market adjustments	x	x		x
Promotions/Band changes/Upgrades (up to 10% increase per band)		x		x
Promotions/Band changes/Upgrades (exceptions to 10% increase per band)	x	x		x
Interim appointments (below classification level U, exclusive of classification EE)***	x	x		x
Across the board increases for non-contractual employees (Board of Trustees approved)			x	
Other				
Position replacements	x			x
Out of class pay/stipends	x	x		x
Extension/Reinstatement of assignment (temporary positions)	x	x		x
Renewals of out of class pay/stipends (APs - 1 year, CTs - 6 mths)	x	x		x
Existing individual contracts (non-academic)	x	x		
Severance payments	x	x		x

All of the above require Divisional funding and are subject to Board of Trustees approval per Contracting and Employment Appointment Authority policy. Requests require justification for ability to reallocate funds and still be effective in operations. If Central funding is requested, CFO and Presidential approval is required. Out of class pay and stipends covering sick leave for General Funded positions are centrally funded and only need approval as noted in the table above.

Salary Savings is allowed for vacancy related expenses (per guidelines) only. No exceptions allowed.

* VP's or their designee, Director of Athletics.

** Casual, executive, faculty, graduate assistant, individual contract - coaches, individual contract - full time, part time faculty, special lecturer, student, temporary, visiting faculty, academic researcher.

*** Pursuant to the Board of Trustees Contracting and Employment Appointment Authority Policy, all Vice presidential positions and reclassifications and appointees to these positions must be approved by the Board of Trustees.

**** Pursuant to the Board of Trustees Contracting and Employment Appointment Authority Policy, all administrative-professional and non-academic positions and reclassifications at level U or above must be approved by the Board of Trustees

Last updated March 12, 2020