Procedures for Review of Appointments and Salaries

Board of Trustees policy requires that the Chancellor, in consultation with the Presidents’ Council, establish procedures for forwarding actions to the Chancellor for approval. The parameters and salary levels for such approval are established by the Chancellor. As of July 9, 2012, the parameters and salary levels are described below and in the attached chart.

All appointments to named professorships also require approval by the Chancellor. (See Board policy on Named Chairs and Professorships.)

**Review process for all appointments requiring Chancellor approval**

**New positions**

When reorganization results in the addition of a new position at the level of Dean or the equivalent or above, Board approval of the reorganization shall occur prior to recruitment for the new position. A position at the level of Dean or equivalent or that has administrative responsibility for a major organizational unit of the University is considered a Management Group position. In unusual circumstances the Chancellor may grant approval for recruitment to begin prior to Board approval of the reorganization. (See Board policy on Organization and Establishment of Major Units.)

**Appointments**

For any appointment at the level of Dean or above or in the Management Group, approval of the Chancellor must be obtained before the position can be advertised. The information requesting approval to fill the position should include:

1. Position title
2. Rationale for filling the position
3. Salary range
4. Internal and external salary comparisons
5. Job description
6. Any resulting organizational restructuring and resulting cost savings

For any appointment which requires approval by the Chancellor, approval must be obtained before a salary offer is made. No public release of a recommendation requiring Chancellor approval shall be issued until that approval has been received. Any offer of employment in a position subject to Chancellor approval must state that the appointment is contingent on Chancellor approval. Following Chancellor approval the President shall confirm the appointment to the appointee.
A request for Chancellor approval of an appointment should be forwarded by the President to the Chancellor, through the System Office of Human Resources. The material submitted should include:

1. Candidate's name
2. Position title
3. Effective date and length of term
4. Proposed salary, indicate whether academic or fiscal year and separately identify any stipend. If the appointee will have academic rank, specify the salary which will apply if the individual assumes a faculty position.
5. Candidate's resume or vita
6. Certification that the search process and appointment comply with EEO/AA requirements
7. Copy of vacancy announcement and job description

Recommendations for appointments requiring Board approval will be reviewed by the System Office of Human Resources and the Chancellor. This review will include comparisons of the proposed salary level to comparable positions within the University and appropriate national comparisons to ensure the proposed salary is appropriate for the position.

**Salary adjustments**

Chancellor approval is required for the following salary adjustments:

1. Management Group and positions reporting directly to the President: base salary increase, addition or increase of a stipend, payment of additional compensation.
2. Full-time faculty: individual increase of base salary greater than 15% for retention or equity.
3. Salaried positions: reclassification or promotion increase greater than 15% per salary band or 25% regardless of the number of salary bands; include recommendation of campus Human Resources and approval of the Chief Financial Officer and President.
4. Hourly positions: non-represented employee individual increases of more than 2 steps.

However, the following salary adjustments do not require Chancellor approval regardless of the salary:

1. Appointment as Chair of an academic department or School Director when the appointment is for a represented position; or appointment of a non-represented chair/director when the terms of the appointment, including any stipend amount and length of term, are in accordance with a campus policy approved by the Chancellor.
2. Faculty promotions in rank and post-tenure review increases for represented or non-represented faculty in accordance with the normal promotion or post-tenure review policy.
3. Changes from academic to fiscal or fiscal to academic year when the salary change is proportional. A change from academic to fiscal year is accompanied by a conversion to 120% of the academic year salary. A change from fiscal to academic year is accompanied by a conversion to 83.333% of the
fiscal year salary. Any other changes in work year resulting in a salary above the level requiring approval shall be submitted for approval.

4. Payment of a short-term stipend which is not added to the salary base for a short-term additional assignment, so long as the appointment does not require approval due to the level of the position. A short-term stipend shall be used only for appointments of less than one academic year. Such stipends may be appropriate for interim and acting appointments of a limited duration.

5. Reappointment to a position when the terms of the appointment are identical to an appointment which was initially approved (e.g., reappointment as Assistant Dean with continuation of a stipend).

6. Reduction in the per cent full time when accompanied by a proportional salary decrease. However, an increase in per cent full time that results in a salary at the level requiring approval does require approval.

For all other salary adjustments resulting in a salary above the specified level, the President shall forward the following materials to the Chancellor through the System Office of Human Resources:

1. Employee's name
2. Position title
3. Effective date and length of term
4. Proposed salary - indicate whether academic or fiscal year and separately identify any stipend. If the appointee has academic rank, specify the salary which will apply if the individual returns to a faculty position.
5. Current salary - indicate whether academic or fiscal year and separately identify any stipend.
6. Justification for salary adjustment and (for Management Group positions) comparisons to other University positions and to similar positions at peer institutions
7. Job description

The appointment or salary adjustment will be reviewed by the Office of Human Resources and the Chancellor. The review will include comparisons of the proposed salary level to comparable positions with the University and at peer institutions. The Office of Human Resources will notify the campus of the outcome of the review.

**Salary adjustments for represented employees**

Salary adjustments for represented employees are subject to provisions of collective bargaining agreements. Request for approval of a salary adjustment for a represented employee must be made through the Office of Labor Relations.

For represented faculty the following types of increases do not require approval by the System Office or AFUM:

1. Promotion increases or Lecturer Longevity increases in accordance with Article 19.
2. Changes from academic to fiscal or fiscal to academic year appointments with proportional salary increases of 1.2 and .833 respectively.
3. Post-tenure increases in accordance with Article 20.

When a salary adjustment for a represented employee results in a salary above the level which requires Chancellor approval, approval of both the Chancellor and the bargaining agent may be required. Consult with the Office of Human Resources or Office of Labor Relations if there are questions about procedural requirements.

**Reporting Appointments and Salaries**

Universities shall submit a report each March, July, and November of appointments at or above the level of Dean or equivalent (Management Group appointments), hiring salaries at or higher than a specified level (currently $90,000), or salary adjustments (including reclassifications, promotions, stipends) that result in a new salary at or higher than a specified level (currently $90,000).

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