

BOARD OF TRUSTEES POLICY CONCERNING APPROVALS FOR PERSONNEL ACTIONS

Personnel Items Requiring Board Action and Formally Reported to the Board: shall include initial faculty appointments with tenure or faculty appointments to Endowed Faculty Positions, promotions of faculty above the rank of Assistant Professor or award of tenure, early termination of faculty, and the President and Executive Vice Presidents. Non-renewal of probationary appointments will be formally reported to the Board.

Personnel Items Requiring Administrative Approval Only and Reported to the Board As Information Items: shall include initial and renewal appointments of faculty not resulting in tenure; promotions up to the rank of Assistant Professor; resignations; retirements; expiration of appointments; permanent, acting, and interim appointments of administrators; medical leave, associate appointments; leaves without pay; sabbatical leaves; adjunct appointments; clinical appointments (both part-time and gratis); transfers from non-probationary to probationary status; changes in emeritus status; scheduling changes for sabbatical or other paid leaves; changes from full-time to part-time or gratis status; and changes in titles of assignments due to reorganizations or reassignments.

The Board of Trustees delegates to the President or her designee the authority to appoint and dismiss all other administrators with actions being formally reported to the Board.

BACKGROUND:

The Personnel Action Policy was first adopted September 26, 1983 and amended March 26, 1990, October 26, 1992, February 23, 1998, April 18, 2019, and October 29, 2021. Members of the Board and the President have concluded that many routine personnel actions can be delegated, thereby allowing the Board to concentrate on the most significant personnel recommendations which include appointments and dismissals of the President and Executive Vice Presidents, promotion and tenure of faculty and early termination or non-renewal of probationary faculty appointments. This is common practice at many major institutions.

This Policy is to be followed in conjunction with the delegation of authority to the President authorized September 29, 1992 concerning Appointments of Interim Administrators (Exhibit A) and the Policy on Short-Term Absences and Leaves of Absence adopted by the Board October 26, 1992 (Exhibit B). Paid leaves not pursuant to a Trustee-approved policy (e.g., sabbatical, medical, parent) shall require action of the board.

Reports listing delegated personnel actions for faculty and administrators will be provided to the Trustees on a regular basis.

Approved September 26, 1983

Revised and approved March 26, 1990

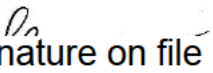
Revised and approved October 26, 1992

Revised and approved February 23, 1998

Revised and approved April 18, 2019

Revised and approved October 29, 2021

Approved:


____ Signature on file _____

Jake Beamer

Assistant Secretary

Exhibit A.

ADOPTED BY THE BOARD OF TRUSTEES: SEPTEMBER 29, 1992

RECOMMENDATION TO THE BOARD OF TRUSTEES
CONCERNING APPOINTMENT OF INTERIM ADMINISTRATORS

RECOMMENDATION:

The President recommends:

That the Board of Trustees authorize the President to fill vacancies in the following positions with appointments made on an interim basis: Provost, Vice Presidents, Deans. Interim administrator appointments shall be for a limited duration, not to exceed four years, without a search to fill the position on a regular basis. Interim administrators serve at the pleasure of the Board with the same status as regular administrators appointed by the Board.

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ADOPTED BY THE BOARD OF TRUSTEES: OCTOBER 27, 1986

RECOMMENDATION TO THE BOARD OF TRUSTEES
CONCERNING INTERIM APPOINTMENTS OF FACULTY

RECOMMENDATION:

The President recommends:

That the Board of Trustees authorizes the President to make faculty appointments in the intervals between the July-September and November-January regular Board meetings; and

That such appointments made by the President shall be reported to the Board at its next regular meeting.

ADOPTED BY THE BOARD OF TRUSTEES: OCTOBER 26, 1992

RECOMMENDATION TO THE BOARD OF TRUSTEES
CONCERNING APPROVALS FOR PERSONNEL ACTIONS

RECOMMENDATION:

The President recommends:

That the Board Policy on Short-Term Absences and Leaves of Absence be amended to read as follows:

- 1) An absence of more than four weeks is considered to be a leave. For a leave of absence, with or without pay, prior approval by the University Provost is required for faculty. In the case of administrators, leaves shall be approved by the President. All Leaves will be reported to the Board of Trustees for information purposes only.
- 2) A leave for medical reasons, with pay, may be approved by the President or University Provost for up to one-half year base salary (six months or one semester) and reported to the Board of Trustees for information purposes only. The justification for medical leaves shall be documented by a physician's report satisfactory to the President or University Provost.
- 3) An absence for faculty, with or without pay, of up to four weeks requires prior approval by the Dean (or designee). If the absence is to last more than two weeks, the Provost shall be notified, but no further approval is required.