

## 320.030 Delegation of Authority

Executive Order No. 6, 12-1-70; revised 3-20-73, 1-3-78, 1-1-80, 3-31-81, 1-1-82, 11-15-82, 10-28-85, 6-26-87, and 8-5-87; Amended Bd. Min. 6-14-91, Revised 3-5-92. Revised 7-31-97; 1-21-98; Revised 5-8-01; Revised 6-9-03; Revised 5-26-06; Revised 1-22-10; [Revised 5-4-20](#).

In accordance with the authority to delegate by the President of the University as established by Board of Curators Regulation Section 20.020 on April 7, 1967, Bd. Min. page 33,193, I herewith delegate the appointing authority for general University employment with all of the powers contained in the Special Delegation of Authority set forth in Section 320.020 to the President by the Board of Curators by its actions on April 7, 1967 (Bd. Min. p. 33,193) and March 17, 1972 (Bd. Min. p. 36,323), as follows:

### A. To the Chancellor of the Campus the Authority:

1. To approve personnel actions pertaining to employment, changes in total compensation, changes in status, and termination for all campus faculty, staff and students, with the exception of:
  - a. All such personnel actions for executive-level positions/appointments reporting directly to the Chancellor which are assigned to Occupational Group Code 15.
  - b. Other positions as determined by the President, in advance, for discretionary review.
2. To make recommendations for prior approval to the President on all personnel actions pertaining to the above-listed exceptions.
3. All appointments are to be within the available funds in the approved budget and are to be in compliance with University policies regarding individual qualifications and levels of compensation.

### B. To the Vice Presidents for UM System the Authority:

1. To approve personnel actions pertaining to employment, changes in total compensation, changes in status, and termination for all UM System staff and students, with the exception of:
  - a. All such personnel actions for executive-level positions/appointments reporting directly to the Vice President which are assigned to Occupational Group Code 15.
  - b. Other positions as determined by the President, in advance, for discretionary review.
2. To make recommendations for prior approval to the President on all personnel actions pertaining to the above-listed exceptions.
3. All appointments are to be within the available funds in the approved budget and are to be in compliance with University policies regarding individual qualifications and levels of compensation.

### C. **Redelegation of Authority:** Authority to approve personnel actions may be redelegated, but it does not relieve responsibility for seeing that correct procedures and policies are followed and that the appointment processes are correctly completed.

1. All redelegation of authority with a clear delineation of the extent of such redelegation must be documented by a letter to the individual to whom the delegation is being made.
2. The individual approving such personnel actions shall use his/her own signature or electronic log in and not that of the individual delegating the authority. Redelegations previously filed remain in effect unless changes are submitted or the employee is terminated or transferred to a different position.

D. **Incentive Compensation:** All management, faculty and staff incentive compensation programs must be approved by the President or his/her delegate prior to implementation or material revision of said program. Presidential approval shall remain in effect for no more than five (5) years or until the plan is materially revised, whichever comes earlier. (See Executive Guideline #34, Principles for the Establishment and Operation of Incentive Compensation Plans.)

E. **Senior Academic Line Administration:** As a general policy, recommendations for the selection of a senior academic line administrator (e.g., provost/vice chancellor, dean, director) shall be made by the Chancellor after consultation with an appropriate committee which will include members of the faculty, school, college, or other unit that will be served by the administrator.

F. Criteria-Based Salary Reductions for Tenured Faculty; Each chancellor may approve and implement criteria for reducing salaries of faculty members on continuous appointments. Criteria may be established by the chancellor on a university-wide basis, or they may be developed by a college, school, department, or other similar unit for use within that unit and submitted to the chancellor for approval.

1. Criteria must rely on published departmental standards for satisfactory performance or objective and documented indicators of productivity, budget, enrollment or workload needs. Criteria must be developed and applied so that salary reductions will apply on an equitable basis to similarly situated faculty members and will not be used to single out individuals.
2. A faculty member will be notified by the department chair or dean of the amount of any salary reduction, when it will go into effect, and the reason for the reduction based on the established criteria. The faculty member may seek review of the reduction by submitting a written request to the provost within 5 days of being notified. The provost will approve, deny, or modify the salary reduction.
3. The salary reduction may not be more than 25 percent. If it is 10 percent or more, it will be accompanied by a commensurate reduction in FTE if requested by the faculty member.
4. A salary reduction based in whole or in part on performance or productivity criteria will go into effect no earlier than the beginning of the next academic year. A salary reduction based only on criteria concerning budget, enrollment or

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workload needs can go into effect in the pay period following notice to the faculty member.