

15. Signatory Authority: Academic Personnel

	Transaction Description	Signatory Authority Level				
		Dean	Provost	Vice Chancellor	Chancellor	University Council
Policies & Procedures	New or amendments to academic personnel policies		X	X	X	X
	New or amendments to academic personnel procedures		X	X		
Academic Personnel Management	Creation of new academic ranks		X	X		
	Top academic administrative appointments (Deputy Vice Chancellor, Dean, Vice Dean)		X	X	X	X
	Academic administrative appointments (Assistant Dean, Department Chair, Program Coordinator, Coordinators of Graduate Programs, and other academic administrative appointments)		X	X		
	Faculty appointments	X	X	X	X	
	Instructors appointments	X	X	X		
	Exceptions for academic personnel appointments (salary, contract duration, age when hired, terminal degree other than Ph.D. or M.Sc., etc.)	X	X	X		
	Joint appointment and "special contract" appointments	X	X	X		
	Visiting faculty appointments	X	X	X		
	Adjunct faculty appointments	X	X			
	Honorary appointments	X	X	X	X	
	Administrative allowances & special allowances		X	X	X	
	Approval of allowances from non-federal funds		X			
	Academic personnel secondment	X	X	X		
	Faculty/instructor contracts renewal/non-renewal	X	X			
	Faculty/instructor contracts renewal/non-renewal appeal		X	X		
	Faculty contract termination during the probationary period	X	X			
	Faculty contract termination before its expiration	X	X	X		
	Extension of faculty contract beyond the age of 65	X	X	X		
	Salary adjustment (merit, promotion, increment, etc.)	X	X	X		
	Academic personnel transfer	X	X	X		
	Resignation of dean or academic administrator		X	X		
	Resignation of other academic personnel	X	X			
	Retirement		X	X		
	Academic advisory boards		X	X		
	Faculty attendance of conferences	X				
	Professional and consulting services	X	X			
Sabbatical leave and exceptional leave of absence: Approval/Exceptions	X	X	X			

	Transaction Description	Signatory Authority Level				
		Dean	Provost	Vice Chancellor	Chancellor	University Council
Academic Personnel Management (Cont.)	College recognition awards	X				
	University recognition awards		X	X		
	Faculty performance review grievance	X				
	Approval of faculty absence	X				
Faculty Promotion	Establishment of additional performance standards	X	X			
	Exceptions from the length of service and eligibility requirements as given in the Promotion Policy		X			
	Faculty promotion		X	X		
	Faculty promotion appeal		X	X		
Faculty Workload Management	Workload reduction up to three credit hours	X				
	Workload reduction of more than three credit hours	X	X			
	Additional guidelines for workload distribution/calculations	X	X			
	Teaching overload pay	X	X			
	Faculty buy-out time	X				
	Summer session teaching load	X	X			
Faculty Discipline	Course credit re-adjustment	X	X			
	Implementation of major sanctions, as given in the Policy	X	X	X		
Grievance	Appeal of sanctions imposed on faculty member				X	
	Grievance related to promotion or discipline		X	X		
	Appeal of grievance related to reappointment or dismissal		X	X		
	Grievance on wrongdoings or on decisions related to other-than the previously mentioned actions	X	X			