

Prepared by the Office of the Executive Vice President for
Academic Affairs/Provost.
This replaces Executive Policy E9.112 dated March 2007.

UNIVERSITY OF HAWAI'I

October 2013

EXECUTIVE POLICY - DELEGATION OF AUTHORITY

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E9.112 Delegation of Authority for Personnel Actions

I. Introduction

On November 16, 2006, the Board of Regents delegated authority to approve all personnel actions to the President, except for those actions specifically retained by the Board as indicated in Attachment A. In the context of the Board delegation of authority, Vice Presidents and Chancellors are delegated authority to approve all personnel actions in accordance with established policies and administrative procedures except for those reserved for approval by the Board of Regents and the President as specified in Attachments A and B.

The Board subsequently approved revisions to its delegation regarding the appointment and compensation of coaches on February 18, 2010, and to the Board of Regents' policies Chapter 9-12 on April 21, 2011.

This Executive Policy codifies the President's delegations to approve personnel actions to Vice Presidents and Chancellors that were effective March 20, 2007 and incorporates subsequent revisions and refinements.

II. Objective

To memorialize the delegation of authority by the President to Vice Presidents and Chancellors to approve personnel actions in accordance with established policies and administrative procedures except for those personnel actions reserved for approval by the Board of Regents or the President.

III. Responsibilities

- A. The delegations specified in Attachment B shall supersede all prior delegations and shall be limited to those personnel and positions reporting to Vice Presidents and Chancellors.
 - 1. Any further delegations of authority by Vice Presidents and Chancellors shall be reported to the Executive Vice President for Academic Affairs/Provost.
 - 2. Personnel actions approved shall be in accordance with applicable policies and procedures.
- B. In the exercise of the authority delegated, Vice Presidents and Chancellors shall be responsible and held accountable for ensuring compliance with applicable rules, regulations, policies and procedures including EEO/AA requirements.
- C. Applicable policies and procedures are to be updated to reflect the delegations cited in Attachments A and B.

IV. Delegation of Authority

- A. Delegation of personnel actions to the President as approved by the Board of Regents, November 16, 2006 and delegation for selected actions involving coaches to the Board Chair and Vice Chair effective February 18, 2010 (See Attachment A)
- B. Delegation of personnel action by the President to Vice Presidents and Chancellors, March 20, 2007 (See Attachment B)

DELEGATION OF PERSONNEL ACTIONS
APPROVED BY THE BOARD OF REGENTS
NOVEMBER 16, 2006
(With Subsequent Amendments)

The following delegation supersedes all prior delegations of personnel actions.

Except for the following actions, the Board of Regents delegated authority to approve all personnel actions to the President or designee.

The following personnel actions shall require the approval of the Board of Regents:

- I. The following specific actions relating to positions and personnel (1) reporting to the Board of Regents; and (2) reporting directly to the President:
 - A. Establishment, amendment and abolishment of classes
 - B. Waivers of recruitment and minimum qualifications
 - C. Appointments and reappointments
 - D. Compensation adjustments, including special salary adjustments
 - E. Reassignments
 - F. Terminations
 - G. All leaves for the President and personnel reporting directly to the Board of Regents. Professional improvement leaves, leaves without pay and leave exceeding 2 years in a 7 year period for personnel reporting directly to the President and personnel in the offices reporting to the Board of Regents. Note: Authority to approve such leaves has been delegated to the Chair of the Board of Regents or designee.
- II. Granting of emeritus/emerita status

- III. Granting of tenure
- IV. Establishment of endowed and distinguished chairs
- V. Promotion of faculty to rank 4 and 5
- VI. Upon recommendation of the Chancellor and President, the Chair and Vice Chair of the Board or designated alternate Regent approves appointments and reappointments for coaches of more than three (3) years in total duration as well as appointment, reappointment and salary adjustments for coaches exceeding the salary schedule by more than 25% and/or exceeding \$500,000 annually.

DELEGATION OF PERSONNEL ACTIONS
BY THE PRESIDENT
MARCH 20, 2007
(With Subsequent Amendments)

Except for the following actions, the President delegates authority to approve all personnel actions within established policies and procedures to Vice Presidents and Chancellors or designee for assigned personnel and positions:

- I. Approval of settlement agreements, and collective bargaining memoranda of agreement, memoranda of understanding or supplemental agreements; and approval of faculty special salary adjustments which are granted pursuant to the collective bargaining agreement.
- II. For executives/managers and positions, the following actions shall require the approval of the President or the Vice President for Community Colleges as the President's designee for community colleges (with no further delegation):
 - A. Establishment, amendment, indexing, salary grade/range determination and abolishment of classes
 - B. For direct reports to a Vice President or Chancellor; OR when the control point of the appropriate salary grade/range is exceeded; OR when in case of an exception to policy:
 1. Appointments and reappointments including interim and acting
 2. Professional Improvement Leave
 3. Leaves without pay
 4. Compensation adjustments, including special salary adjustments
 5. Terminations
 6. Reassignments
 7. Waiver of recruitment and minimum qualifications
 8. Multi-year appointments
 - C. For the community college system:
 1. Classification and reclassification
 2. Waiver of recruitment and minimum qualifications

D. Leaves exceeding two years in a seven-year period

Note: In accordance with Board Policy 9-12, the appointing authority for all actions requires the approval of at least two Executive/Managerial reporting levels above the position involved in the transaction.

III. For faculty members and positions, the following actions shall require the approval of the President or the Vice President for Community Colleges as the President's designee for community colleges (with no further delegation):

A. Appointments above the designated threshold

B. For the community colleges system:

- (1) Designation of high demand disciplines
- (2) Waiver of minimum qualification requirements for initial appointments
- (3) Promotion and tenure criteria and procedures

C. Any leaves exceeding two years in a seven-year period

IV. For APT personnel and positions, the following actions shall require the approval of the President or the Vice President for Community Colleges as the President's designee for community colleges (with no further delegation):

A. Establishment, amendment, and abolishment of APT career groups and bands

B. For the community college system, classification, reclassification, and band assignments for APT positions in pay bands C and D.

C. Appointments, reappointments, and salary adjustments for coaches that exceed the maximum of the assigned salary range or exceed one year. Note: The Chancellor's authority to appoint and reappoint coaches not to exceed the maximum of the assigned salary range and appointments for a period not to exceed one year may be further delegated to the Athletics Director.

- D. Appointment of members to the APT Classification Appeals Board
 - E. Any leaves exceeding two years in a seven-year period
- V. For civil service personnel and positions, authority for all civil service personnel actions and positions shall be in accordance with State of Hawai'i Department of Human Resources rules, procedures, and delegations of authority.