



UNIVERSITY OF HAWAII

David McClain
President

March 20, 2007

MEMORANDUM

TO: Vice Presidents
Chancellors

FROM: David McClain
President

A handwritten signature in black ink that reads "David McClain".

SUBJECT: Delegation of Authority for Personnel Actions

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 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. Any further delegations of authority by Chancellors and Vice Presidents shall be reported to the Vice President for Administration. Personnel actions approved shall be in accordance with applicable policies and procedures and monthly reports of delegated actions taken must be submitted to the Vice President for Administration.

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.

Applicable policies and procedures are to be updated to reflect the delegations cited in Attachments A and B.

Attachments

c: Executive Administrator and Secretary of the Board Pang

DELEGATION OF PERSONNEL ACTIONS
APPROVED BY THE BOARD OF REGENTS
NOVEMBER 16, 2006

The following delegation supersedes all prior delegations of personnel actions.

Except for the following actions, the Board of Regents delegates 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) in the unclassified Executive class; (2) reporting to the Board of Regents; and (3) reporting directly to the President:
 - a. Establishment, amendment and abolishment of classes
 - b. Waivers of recruitment and minimum qualifications
 - c. Appointments and reappointments, including Incentive Early Retirement (IER)
 - 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 status
- III. Granting tenure
- IV. Establishment of endowed and distinguished chairs
- V. Promotion of faculty to rank 4 and 5
- VI. Appointments, reappointments and salary adjustments for coaches exceeding the salary schedule by more than 25%.

DELEGATION OF PERSONNEL ACTIONS
BY THE PRESIDENT

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. For classified Executives 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 and 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. Incentive Early Retirement
 3. Professional Improvement Leave
 4. Leaves without pay
 5. Compensation adjustments, including special salary adjustments
 6. Terminations
 7. Reassignments
 8. Waivers of recruitment and minimum qualifications
 9. 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
 - E. Approval of Settlement Agreements

Note: For personnel actions involving classified Executive personnel and positions Board Policy 9-14 shall apply that the approving authority for all actions requires the approval of at least two Executive reporting levels above the position involved in the transaction.

DELEGATION OF PERSONNEL ACTIONS BY THE PRESIDENT (cont.)

- II. 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. Special salary adjustments which are granted pursuant to the collective bargaining agreement
 - B. Appointments above the designated threshold
 - C. 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
 - D. Any leaves exceeding two years in a seven year period
 - E. Approval of Settlement Agreements and collective bargaining Memorandum of Agreement
- III. 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, as appropriate (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
 - F. Approval of Settlement Agreements and collective bargaining Memorandum of Agreement
- IV. 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.