



Regents Policy Chapter 9, Personnel
Regents Policy RP 9.201, Personnel Status
Effective Date: June 1, 2017

Prior Dates Amended: Oct. 11, 1962; Sept. 10, 1964; Sept. 20, 1964; Sept. 16, 1965;
Jan. 13, 1966; May 22, 1969; Feb. 14, 1975; Dec. 9, 1976; May 12, 1977; Nov. 17,
1977; Dec. 9, 1977; June 22, 1978; Oct. 20, 1978; Oct. 17, 1980; Nov. 15, 1985; Oct.
16, 1987; Oct. 21, 1988; Jan. 18, 1991; Oct. 18, 2002; Oct. 17, 2003; Apr. 20, 2006;
Oct. 31, 2014 (recodified)
Review Date: August 2020

I. Purpose

To set forth policy regarding appointments, faculty promotion and tenure, and other personnel status policy.

II. Definitions:

No policy specific or unique definitions apply.

III. Policy:

A. Appointments

1. General

- a. All university employees ultimately serve under the jurisdiction of the board and shall be appointed by the board upon recommendation of the president, unless specifically delegated. Such employees shall be assigned the rank, title, and salary appropriate to the duties and responsibilities of such position as defined in the classification system adopted by the board. No employee shall be afforded a contract aside from the normal employment documents executed for all university employees.
- b. Use of titles. Titles of positions are determined by the board and no title may be used unless specifically authorized. Members of the faculty in divisions other than instructional, when engaged in teaching, shall bear the instructional title appropriate to their grade.

2. Executive and Managerial (E/M) Appointments. Appointments to executive and managerial positions shall be made in accordance with the following guidelines:
 - a. The president has the responsibility where board approval is necessary, to recommend personnel appointments to the board for action.
 - b. The president, in developing and making recommendations for board action, shall insure that the guidelines outlined below are followed:
 - (1) Applicability. These guidelines shall be followed in making all recommendations for appointment to executive and managerial positions.
 - (2) Recruitment of Candidates. Equal Employment Opportunity Commission (EEOC) – Open Hiring requirements shall be followed in all cases. These requirements should not preclude active recruitment of highly qualified candidates including women and minorities for consideration.
 - (3) In considering applications and nominations, the advice of knowledgeable and interested persons and groups may be sought as appropriate, either on specific candidates identified as qualified by the president or other responsible administrator, or on all candidates. During any phase of the selection process, all candidates shall receive the same treatment.
 - (4) In addition, where appropriate, an advisory committee may be established to advise the president, or other responsible administrator. Where an advisory committee is established, directions shall be provided to the committee by the president or other responsible administrator as to:
 - (a) The scope of the committee's tasks.
 - (b) The criteria to be followed if candidates are to be evaluated.
 - (c) Appropriate time limits.
 - (d) The form of any recommendations to be made. (Example: each candidate shall be classified as "qualified" or "not qualified" without any indication of ranking.)

- (5) Where chancellors or other senior administrative appointments are involved, the president shall periodically inform the board of the status of the selection process. On other appointments, the official conducting the search shall periodically report on its progress to the president.
 - (6) All recommendations for appointments under these guidelines shall be made to the board by the president.
3. Appointments to Department Chairs, Special Program Directors and Chairs of Academic Subdivisions, Graduate Assistants, Lecturers, and Cooperating Teachers/Counselors and Observation/Participation Teachers
 - a. The president shall have the authority to make appointments.
 - b. Compensation shall be in accordance with provisions reflected in the most current collective bargaining negotiated between the university and exclusive collective bargaining representative. In the event that the faculty member is not subject to collective bargaining, the president shall have the authority to establish compensation guides.
 - c. Where there are applicable collective bargaining provisions or in the event that there are conflicts between policies and the collective bargaining agreement, the provisions of the collective bargaining agreement shall prevail.
 - d. The president shall promulgate policies in consultation with university executives setting forth the duties, responsibilities, qualifications, guidelines and timelines for selection, conditions for appointment, compensation and other administrative requirements.

B. Faculty Promotion and Tenure

1. The president shall grant promotion and/or tenure to members of the faculty.
2. The president may grant tenure upon initial appointment upon recommendation of the president. The board delegates to the president granting of tenure upon initial appointment to members of the faculty who have previously held tenure at a comparable institution. For delegated appointments, the board also delegates to the president granting of tenure upon appointment to executive/managerial personnel who have previously held tenure at a comparable institution. Guidelines are established in executive policy.

3. The board delegates to the president the authority to act on behalf of the university on faculty promotion and tenure applications where the recommendation is negative.
4. The president may waive probationary period for new faculty members in accordance with established guidelines and applicable collective bargaining provisions.
5. At the time tenure is granted, a faculty fall back salary, faculty classification, and duty period shall be established for all executive/managerial personnel.

C. Civil Service Personnel

1. The president is designated to act for the board in making appointments to such positions or changes in the status of employees and to exercise its power as appointing authority in connection with such positions and employees.

D. Resignations and Terminations

1. The president shall have authority to accept and approve voluntary terminations from university service for reasons of resignation or retirement.

E. Faculty Exchanges

1. The board supports exchanges of university faculty with other institutions as a means of furthering the academic and intellectual growth and vitality of our faculty and university. The president shall promulgate policies that include guidelines to implement faculty exchanges.

IV. Delegation of Authority:

The president has the responsibility where board approval is necessary, to recommend personnel appointments to the board for action, authority to act on behalf of the university regarding faculty promotion, act for the board in making appointments or status changes regarding civil service, personnel; and authority to accept and approve voluntary terminations. See RP 9.201(A)(2)(a); 3(a); (B)(2) and (3); (C)(1); and (D)(1).

V. Contact Information:

