

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, procedures and applicable collective bargaining provisions 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.