

FAYETTEVILLE STATE UNIVERSITY

DELEGATIONS OF AUTHORITY FOR EHRA PERSONNEL ACTIONS

- Authority:** Issued by the Chancellor. Changes or exceptions to administrative policies issued by the Chancellor may only be made by the Chancellor.
- Category:** Employees Exempt from the State Human Resources Act
- Applies to:** ●Administrators ●Faculty ●Staff
- History:** Revised – June 4, 2021
Approved - June 16, 2006
- Related Policies/
Regulations/Statutes:** ●Policy on Delegation of Authority of the President [UNC Policy #200.6]
●Policy on Senior Academic and Administrative Officers [UNC Policy #300.1.1]
●Granting of Management Flexibility to Appoint and Fix Compensation [UNC Policy #600.3.4]
●Delegations of Duty and Authority to Boards of Trustees [The Code, Appendix 1]
- Contact for Info:** Office of Human Resources (910) 672-1146
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I. PURPOSE

This Policy sets forth the authority of Fayetteville State University's (University) Chancellor to approve certain personnel actions. The Policy also sets forth limited authority, pertaining to personnel actions, delegated by the Chancellor to certain University officials. No personnel action shall be considered effective unless it is approved by the administrative officer or body with final authority for the personnel action.

II. CHANCELLOR'S AUTHORITY

A. Appointments

The Chancellor has authority to approve appointments to the following EHRA personnel positions:

1. Tenure-track faculty and special faculty positions.
2. Tier II Senior Academic and Administrative Officer (*SAAO Tier II*). Such positions include, but are not limited to the following:
 - Associate/Assistant Vice Chancellors
 - Associate/Assistant Deans
 - Athletics Directors (contracts require approval of the Board of Trustees)
 - Other *SAAO Tier-II* positions outlined in UNC Policy #300.1.1

3. *Instructional, Research and Information Technology* positions. Such positions include, but are not limited to those in the following categories:

- Organized Research
- Public Service
- Academic Support
- Student Services
- Institutional Support
- Library

B. **Salary Increases/Adjustments**

The Chancellor has authority to approve salary adjustments, with the exception of adjustments for *SAAO Tier I* positions, for the following:

- A permanent base salary adjustment that does not exceed 20% and \$15,000 of cumulative salary adjustments fiscal year to-date based on the employee's June 30 salary.
- A temporary salary stipend or supplement without a specified end date that does not exceed 20% and \$15,000 of cumulative salary adjustments fiscal year to-date based on the employee's June 30 salary.
- A temporary salary stipend or supplement with a specified end date that does not exceed 25% and \$25,000 of cumulative salary adjustments fiscal year to-date based on the employee's June 30 salary, up to 12-months in duration.

III. **AUTHORITIES DELEGATED BY THE CHANCELLOR**

A. **EHRA Appointments**

The Chancellor delegates to the following University officials final approval authority for these personnel actions:

1. **Provost and Vice Chancellor for Academic Affairs**

- Appointment of a faculty member to a tenure-track faculty position.
- Appointment of a faculty member to a special faculty position.
- Appointment to an *SAAO Tier-II* position located in the Provost's unit.
- Appointment to an *Instructional, Research and Information Technology* position located in the Provost's unit.

2. **Other Vice Chancellors and General Counsel**

- Appointment to an *SAAO Tier-II* position located in the respective University's official's unit.
- Appointment to an *Instructional, Research and Information Technology* position located in the respective University's official's unit.

3. **Athletics Director**

- Appointment to an *SAAO Tier-II* position located in the Athletics Director's official's unit.

- Appointment to an *Instructional, Research and Information Technology* position located in the Athletic Director's unit, excluding appointments of head coaches whose contracts are for a term longer than one year.

B. Discontinuation of EHRA At-Will Appointments

The Chancellor delegates to the Vice Chancellors, General Counsel and Athletic Director the authority to discontinue at-will appointments of their respective employees.

C. Salary Adjustments

The Chancellor may further delegate any or all the above authorities outlined in Section II.B. to the Provost and Vice Chancellor for Academic Affairs and/or the Vice Chancellor for Business and Finance.