

MEMORANDUM

Office of the Provost

C.L. Max Nikias
Provost and
Senior Vice
President for
Academic Affairs

To: Executive Vice Provost
Academic Vice Presidents
Academic Deans
Vice Provosts
Office of the Provost Center Directors

From: C.L. Max Nikias *C. C. Nikias*

Date: June 30, 2005

Subject: Policy on Administrative Personnel Decisions

To promote fairness, personnel decisions on administrative appointees should not be made by a single person. At a minimum, administrators should "consult one step up" before making decisions on appointment, compensation, and termination or non-reappointment, for all those who report directly to them, including consultants or independent contractors. For example, within a school, before department chairs select division heads they should consult with the dean of the school or the designated associate dean.

Other relevant policies continue in force. The Faculty Handbook explains when and how faculty consultation is required. The approved template letters of offer must be used, unless the General Counsel's Office has reviewed substantive changes. Proposed involuntary terminations must be reviewed in advance by Personnel Service (for staff) or the Provost's Office (for faculty.) Administrative stipends and salary for faculty holding administrative assignments must be proposed through the Faculty Salary Management System to obtain advance approval by the dean and provost. Staff compensation is set according to the staff salary guidelines.

As you may know, President Sample has this same policy of "consulting one-step up" which means that the provost and the other senior vice presidents consult with him on appointments, dismissals and compensation for all those who report directly to us.

Similarly, deans, vice presidents, vice provosts and directors who report directly to the provost should hereafter consult with the provost (or the provost's designated representative) before initiating any hiring, compensation change, or dismissal or non-reappointment, for whoever reports to them directly, including consultants and independent contractors. As part of that consultation, a copy of the proposed offer letter or agreement should always be sent to the provost or designated representative before it is signed.

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