

UNIVERSITY OF WISCONSIN-EXTENSION UNCLASSIFIED PERSONNEL GUIDELINES
(UPG)

UPG #11

AUTHORITY TO APPROVE PERSONNEL ACTIONS

11.01 University of Wisconsin System Unclassified Personnel Guideline #5 identifies the personnel action delegation approved by the Board of Regents. The levels of review and approval are:

- The President and the Board of Regents
- The President on behalf of the Board of Regents
- The Chancellor on behalf of the President and the Regents

These procedures apply to personnel actions, regardless of the source of funds supporting the salary, to be accomplished as a part of or separate from the annual operating budget process. Certain positions require "search and screen procedures" as outlined in Regent Policy Document 72-18. Creation of certain new administrative positions requires approval by the System President.

11.02 Advance approval by the President and the Board of Regents is required for:

- (1) Granting of tenure except where this authority is delegated to the President of System to approve tenure appointments in the off-budget cycle.
- (2) All appointments, changes of status or salary adjustments involving positions where the rate of pay exceeds the maximum annual salary equivalent in Group 6 of the State Executive Pay Plan (consult current year Pay Plan Schedule for Group 6 maximum). Excepted from this requirement are: collateral faculty such as visiting faculty, clinical faculty, lecturers, and consultants; retirements and emeritus designations other than for President and Chancellors.

11.03 Advance approval by the President on behalf of the Board of Regents is required for:

- (1) All appointments or changes of status involving positions where the current or proposed salary exceeds 75% of the Group 6 maximum (rounded to the nearest \$1,000). This salary figure will be identified in the annual budget instruction.
- (2) The granting of tenure to an individual faculty member in the off-budget cycle.

11.04 Approved by the Chancellor on behalf of the President and the Regents:

All personnel actions for which approval is not reserved to the President of the System and/or the Board of Regents elsewhere in this Guideline or System policy may be approved by the Chancellor of the institution in which the actions are proposed.

11.05 The following types of personnel actions must be approved by the Chancellor:

- (1) Any initial faculty appointment recommended by a department which involves a tenure commitment (advice of the Faculty Tenure Advisory Committee must be sought by the dean prior to submission to the Chancellor).
- (2) Any change of status for existing staff which involves a tenure commitment.
- (3) All appointments, change of status, and salary adjustments for positions where the current or proposed salary rate exceeds 75% of the Group 6 maximum (rounded to the nearest \$1000).
- (4) Changes of appointment status:
 - (a) Faculty to academic staff -- conversion may not be made to circumvent the decision whether to promote to tenure or not to retain.
 - (b) Academic staff to faculty -- department's conversion recommendation is forwarded to the dean and Chancellor.

- (c) Classified staff to academic staff -- for existing staff in a present job where the position changes from classified to academic staff and the person is to remain in that position, the Chancellor must seek advice of the Chancellor's Reclassification Committee prior to reaching a decision.
- (d) Academic staff to classified staff.
- (5) "Adjunct Professor" designations (see UWEX Unclassified Personnel Guideline #6, "UWEX Policies and Procedures for the Use of the Position Title 'Adjunct Professor'");
- (6) Non-renewal of probationary faculty when the decision must be made as to whether an individual will be granted tenure or not retained on the faculty;
- (7) Non-renewal of probationary academic staff when the decision must be made as to whether an individual will be granted an indefinite appointment or not retained on the staff;
- (8) Granting of indefinite appointments to members of the academic staff;
- (9) Conferment of emeritus faculty and academic staff designations (upon recommendation of the department and the dean);
- (10) Disciplinary actions (sanctions less severe than dismissal for faculty and academic staff resulting from grievances, complaints, and violations of code of ethics rules); and
- (11) Dismissal of academic staff for just cause. (Dismissal of faculty for just cause requires Regent action.)

11.06 Approval of the following personnel actions are delegated to the deans/directors of the UW-Extension Divisions, following consultation with (and approval, as required) the appropriate department or administrative unit:

- (1) All initial appointments of probationary faculty and all academic staff appointments (see UWEX Unclassified Personnel Guideline #3, "Criteria for Appointment to Unclassified Academic Staff Positions");
- (2) Non-renewal of probationary faculty prior to the time a decision must be made on whether an individual will be granted tenure or not retained on the faculty;
- (3) Non-renewal of probationary academic staff prior to the time a decision must be made on whether an individual will be granted an indefinite appointment or not retained on the staff;
- (4) Changes in lengths of appointments (e.g., 100% to 50%, annual to academic year);**
- (5) Leaves of absence for faculty and academic staff;
- (6) Retirement of faculty and academic staff;
- (7) Faculty promotions from instructor to assistant professor when initial granting of tenure is not involved;
- (8) Decisions on faculty and academic staff requests to undertake outside activities, when a department chair or appropriate administrator disapproves the request or recommends a reduced appointment or that leave be taken;
- (9) Notification of faculty and academic staff in cases where the individual's outside activities are deemed by the dean to be excessive or otherwise improper;
- (10) Layoff of academic staff holding indefinite appointments.
Decisions made according to a change in the level of resources available for a particular project or for program discontinuance, curtailment, modification, or redirection must be discussed with the Academic Staff Council;
- (11) Layoff of fixed term or probationary academic staff prior to the end of the appointment period.

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**With regard to tenured faculty, Chapter 36.Stats. states, "The proportion of time provided for in the appointment may not be diminished nor increased without the mutual consent of the faculty member and the..." (appointing authority), except for

dismissal for just cause or Board declaration of financial emergency. This also applies to academic staff holding indefinite appointments, except for dismissal for cause or for layoff due to reasons of budget or program. For probationary faculty and academic staff, notice of a change would be given pursuant to the normal notice period (Chapters UWEX 3.10 and 10.05).

- (12) Matters relating to conflicts of interest (Chapter UWS 8).
Upon being advised by a faculty/academic staff member that the discharge of his/her university duties may result in a conflict of interest, a decision is made:
 - (a) determining that the activity in question is permissible because it is within the scope of proper professional conduct and serves the interests of the University; or
 - (b) assigning the relevant university duties to another member of the faculty or academic staff who does not have a possible conflict of interest.
- (13) Assignment of new job responsibilities to tenured faculty necessitated by program change or reduction (see UWEX Unclassified Personnel Guideline #7, "Recommendations for Lateral Transfer and/or Retraining of Tenured Faculty");
- (14) Appointment of department/administrative unit chairs, following advice from department/administrative unit and consultation with Chancellor; and
- (15) Limited appointments to designated administration positions within his/her division, subject to applicable salary review requirements and following consultation with the Chancellor. (A person receiving a limited appointment may concurrently receive a faculty or academic staff appointment to a position he/she may occupy following conclusion of the limited appointment)

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