

ADMINISTRATIVE MEMORANDUM

SUBJECT Academic Personnel Actions

NUMBER #2

DATE July 18, 1972

The Board of Governors on July 7 adopted the University Code and approved also a Resolution on Delegations of Duty and Authority to Boards of Trustees. Article I of that Resolution treats the subject of academic and administrative personnel actions, and distinguishes between those personnel matters which now are to be reviewed by this office and approved by the Board of Governors and those which will require no action beyond that taken by the Chancellor and the Board of Trustees. (A copy of these provisions of the Resolution is attached.)

The following instructions and suggestions are given for your guidance to expedite the processing and approval of these personnel matters:

1. Tenure Regulations: Chapter Six of the University Code will treat, among other things, academic freedom, responsibility, and tenure. That Chapter has been reserved by the Board of Governors for consideration in the near future. Until the Board of Governors takes action with respect to questions of academic tenure, institutional regulations which were in effect prior to July 1, 1972, shall continue to apply.
2. Personnel Actions to be Approved by the Board of Governors. Personnel actions in the following categories require the concurrence of the President and approval by the Board of Governors and shall be submitted to this office for review in advance of Board consideration:
 - a. Proposed personnel actions which will have the effect of conferring permanent tenure on a member of the faculty (as defined by institutional regulations now in effect) whether through initial appointment, through reappointment, or through promotion.
 - (1) All such proposals shall be sent to this office at least two weeks in advance of the meeting of the Board of Governors at which it is anticipated that the proposal would be considered. (The Board of Governors will hold regular meetings on the second Friday in the months of January, March, May, July, September and November.)
 - (2) All such proposals submitted to this office shall include the information listed below. Existing institutional academic personnel forms used for faculty appointment,

reappointment, or promotion, may be used for this purpose, and if these forms do not include any of these items they may be added in a supplementary statement:

- (a) Name, age, and present position
- (b) Proposed rank
- (c) Proposed salary and present salary (present salary need not be given if it is a new appointment from outside the University)
- (d) Source of funds (State, non-State, or both)
- (e) Effective date of proposed action
- (f) Service obligation (12 months or 9 months)
- (g) New position or replacement
- (h) University official(s) by whom the person was interviewed if it is a new appointment
- (i) Degrees held and where they were earned, with dates
- (j) Teaching and other prior professional experience
- (k) Scholarly and professional organizational memberships
- (l) Publications
- (m) Awards and honors

b. Proposed senior administrative appointments. By the terms of the Resolution, these include persons appointed or promoted to the rank of vice-chancellor, provost, and dean; reference in the Resolution to "directors of major educational and public service activities" is interpreted to include those persons whose duties are equivalent to those of a dean or a higher administrative officer.

(1) All such proposals shall be sent to this office at least two weeks in advance of the meeting of the Board of Governors at which it is anticipated that the proposal would be considered.

(2) Such proposals shall include the information designated in a. (2). above.

c. Procedures for the review by this office of subsequent personnel actions affecting persons in these categories (2a. and b.) will be defined later.

3. Personnel Actions Delegated to the Chancellor and the Board of Trustees. The Resolution provides that all faculty and administrative personnel decisions, other than those which require the concurrence of the President and the approval of the Board of Governors, shall be made by the Chancellor and the Board of Trustees.

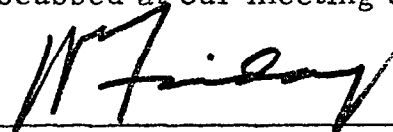
Each Chancellor may wish to consider a request to his Board of Trustees for authorization for him to take certain measures which would serve to

expedite this category of personnel actions without further reference to the Board of Trustees if the volume of these actions should be substantial or if it should seem desirable for other reasons:

- a. With respect to academic personnel actions (including appointment, promotion, and changes in compensation), we would recommend that a distinction be made between persons appointed for a term of service longer than one year and those whose term is one year or less, and also between those persons who hold full-time appointments and those who are part-time. Under these distinctions, the Chancellor might be authorized by the Board of Trustees to take final action on appointments which are for one year or less and on those which are for part-time service.
- b. With respect to faculty appointments for longer than one year, but not conferring permanent tenure, you may wish to consider the desirability of suggesting the establishment of a Trustee committee to act on behalf of the full Board.
- c. With respect to administrative appointments other than those requiring action by the Board of Governors (e.g., department chairmen), similar delegation of authority either to the Chancellor or to a committee of the Trustees, or both, may be appropriate.
- d. Finally, with respect to changes in compensation for faculty and administrative personnel enumerated in 3. b. and c., we recommend that authority to take action be delegated to the Chancellor within any guidelines that may be established by the Board of Trustees.

This Administrative Memorandum supersedes the memorandum of June 26, 1972 to Chancellors and Presidents as it pertained to personnel actions. By approving the University Code, the Board of Governors delegated many of the personnel matters included in that memorandum to the Chancellors and the Boards of Trustees.

(If you have questions about this memorandum, please contact Vice President Raymond Dawson. These matters will also be discussed at our meeting on July 31.)



William Friday, President

Excerpt from "Delegations of Duty and Authority to Boards of Trustees."
Adopted by the Board of Governors on July 7, 1972 in Charlotte:

I. ACADEMIC AND ADMINISTRATIVE PERSONNEL

A. Appointment and Compensation

1. With respect to all faculty positions with permanent tenure and all senior administrative positions, namely vice chancellors, provosts, deans and directors of major educational and public service activities, the Chancellor, following consultation with the Board of Trustees, shall forward to the President recommendations with respect to such appointments, promotions and compensation; if the President concurs in such recommendations, he shall forward them to the Board of Governors for approval.

2. With respect to all faculty and administrative positions, other than those identified in subparagraph 1 above, and other than those subject to the State Personnel Act, the Chancellor shall forward his recommendations for appointment, promotion and compensation to the Board of Trustees; subject to applicable provisions of the University Code and to such policies as may be established by the Board of Governors, the action of the Board of Trustees with respect to such personnel actions shall be final.