

Delegation of Authority for Approving Employment Transactions

The purpose of this administrative policy and procedure is to provide clarity and consistency with regard to the appropriate level of approval required to authorize specific employment related transactions. In every situation, any conflict with terms of the collective bargaining agreement, academic policy manual, systemwide policy, state or federal regulation shall be resolved in favor of said higher level authorities.

In order to ensure the appropriate Vice President is regularly informed of the volume and nature of personnel transactions, and related budgetary impact, reports will be available online to all Deans, Principal Directors, and Vice Presidents summarizing personnel transactions that have been processed.

Except as noted below, the appropriate Human Resources Consultant or Academic Personnel representative, will review each transaction for compliance with appropriate policy and collective bargaining agreement, and will sign as an “Approver”. When the action is the result of a negotiated settlement agreement or constitutes an adverse action (e.g. involuntary demotion, termination, suspension, or other disciplinary action), the HR Director or Associate VP for Academic Personnel is the appropriate HR Approval Authority. Attachment I provides specific MPP position assignments based on approval authority level. Transactions not specifically addressed by this document require the approval of the appropriate Vice President.

A. Appointments

Initial Appointments – Regular, Temporary, And Emergency Hires::

1. Staff/MPP Approver: Dean or Principal Director or one level above the direct report, whichever is higher.
2. Faculty Approver: Provost

Initial Appointments above the Salary Range:

1. Staff/MPP Approver: President

Extension of Temporary Appointments

1. Approver: Dean or Principal Director
2. Faculty Approver: See Appointments
3. Exception: Extension of emergency appointments (intermittent / hourly, rehired annuitant) and temporary appointments beyond automatic the conversion schedule per the appropriate Collective Bargaining Agreement.

Extension of Temporary Appointments That Result In Conversion to Permanent.

1. Approver: Vice President with HR Review
2. Faculty Approver: NA
3. HR Action: Absent specific authority to extend, appointment end dates will be adjusted to comply with this policy and the employee will be separated on the appropriate date as described above.

Extension of Emergency Appointments Beyond 180 Days (CSUEU)

1. Approver: Dean or Principal Director for intermittent / hourly or rehired annuitants. Vice President for salaried appointments that go beyond 180 days.
2. Faculty Approver: NA

B. Reassignments

Internal Reassignments:

1. Approver: Dean / Principal Director
2. Faculty Approver: NA

Reassignment Between Colleges / Organizational Units:

1. Approver: Both Deans/Principal Directors representing the “from” and “to” organizational units.
2. Faculty Approver: Provost

C. Promotions

Permanent Staff Promotion

1. Approver: Dean/Principal Director
2. Faculty Approver: NA

Temporary Promotion / Reassignment to a Higher Classification or Skill Level

1. Approver: Dean/Principal Director
2. Faculty Approver: NA

Promotion – Faculty

1. Faculty Approver: Provost

D. Classification and Compensation Changes

Salary Adjustments – In-Range-Progression

1. Approver: Vice President if more than 5%
Dean / Principal Director if 5% or less
2. Faculty Approver: See Promotion and Range Elevation (Lecturers)

Job Reclassification

1. Approver: Vice President
2. Faculty Approver: See appointments

Salary Adjustment Based on Market Increase (Faculty)

1. Faculty Approver: Provost

Salary Adjustments –Range-Elevation (Lecturers Only)

1. Faculty Approver: Dean

Salary Adjustment Based on Equity (MPP Only)

1. Approver: President

Salary Adjustments Based on Appointment or Reassignment to a higher Administrative Grade Level or Within the current AGL (MPP Only)

1. Approver: Vice President / President

Salary Payments Above the Salary Range for MPP:

1. Approver: President

Salary Payments Above the Salary Range for Classified Positions:

1. Approver: President
2. Faculty Approver: NA

E. Other Transaction Types

Demotions – Voluntary

1. Approver: Dean/Principal
2. Faculty Approver: Provost/AVP

Probationary Code Change:

1. Approver: Human Resources Consultant
2. Faculty Approver: NA

Temp to Perm Conversions:

1. Approver: Dean/Principal Director
2. Faculty Approver: NA

Timebase Change:

1. Approver: Dean or Director
2. Faculty Approver: Provost Rationale:

Disciplinary Actions:

1. Approver: Vice President and HR Director
2. Faculty Approver: Provost/AVP

Leave without pay:

1. Faculty Approver: Provost

Leave with pay – Sabbatical and Difference in Pay:

1. Faculty Approver: Dean

Voluntary Separations:

1. Approver: Human Resources upon receipt of a formal letter of resignation, retirement, or equivalent documentation.
2. Faculty: Dean approves necessary documents, APS processes

Delegation of Authority Employment Transactions
 California State University, Fresno
 November 1, 2010

Policy nr. G-61

Table of Delegated Approval Level
 March 4, 2010

Approval Level	POSN_DESCR	FIRST_NAME	LAST_NAME	TITLE	POSN_NBR
VP	VP Student Aff/Dn of Students	Paul	Oliaro	Administrator IV	1879
VP	VP University Advancement	Peter	Smits	Administrator IV	1280
VP	VP for Administration	Cynthia	Matson	Administrator IV	2432
VP	Director of Athletics	Thomas	Boeh	Administrator IV	2293
VP	Provost/VPAA	William	Covino	Administrator IV	2629
Dean/Director	Chief of Police	David	Huerta	Administrator III	1635
Dean/Director	Dir Info Tech Svcs	Richard	Boes	Administrator III	1425
Dean/Director	Dir of Human Resources	Janice	Parten	Administrator IV	1601
Dean/Director	AVP Financial Mgmt/Univ Cont	Clinton	Moffitt	Administrator III	2215
Dean/Director	Director, CIS	John	Briar	Administrator III	1825
Dean/Director	Assoc VP for Facilities Mgmt	Robert	Boyd	Administrator III	1989
Dean/Director	Exec Dir, Auxiliary Services	Deborah	Adishian-Astone	Administrator IV	1031
Dean/Director	Asst VP, Enrollment Svcs	Bernard	Vinovrski	Administrator III	2377

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Dean/Director	Ast VP Stdnt Afrs/Dean of Stdn	Carolyn	Coon	Administrator III	2472
Dean/Director	Asst VP Stdnt Success Services	Maxine	McDonald	Administrator III	1283
Dean/Director	Dir. Univ Hlth & Psych Service	Dirk	Ruthrauf	Administrator II	1098
Dean/Director	Exec Dir, Alumni Relations	Jacquelyn	Glasener	Administrator II	1177
Dean/Director	Assoc VP for Development	Mary Anna	Dunn	Administrator III	4008
Dean/Director	Director of Advancement Ops	Randall	Larson	Administrator II	4078
Dean/Director	Assoc. VP Univ Comm	Shirley	Armbruster	Administrator III	1991
Dean/Director	Dean, Sch Arts & Hum	Vida	Samiian	Administrator IV	1970
Dean/Director	Dean, CSB	Robert	Harper	Administrator IV	1449
Dean/Director	Acd Afrs Budget Office	John	Waayers	Administrator II	1077
Dean/Director	Dean, Sch Educ & Human Develop	Paul	Beare	Administrator IV	1139
Dean/Director	AVP, Cont & Global Ed	Berta	Gonzalez	Administrator IV	1200
Dean/Director	Assoc. VP, Academic Personnel	Janette	Redd Williams	Administrator IV	1049
Dean/Director	Director Institutional Rsrch	Tina	Leimer	Administrator II	4102
Dean/Director	Asoc VP & Undergrad Dean	Dennis	Nef	Administrator IV	1137
Dean/Director	Dean, Sch Agric Sciences&Tech	Charles	Boyer	Administrator IV	2294
Dean/Director	Dean of Library Services	Peter	McDonald	Administrator IV	1199

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Dean/Director	Dean, Sch Engrng	Ramakrishna	Nunna	Administrator IV	1663
Dean/Director	Dean, Sci & Math	Andrew	Rogerson	Administrator IV	1435
Dean/Director	Associate Provost	Ellen	Junn	Administrator IV	2190
Dean/Director	Dean, Sch Health & Human Svcs	Andrew	Hoff	Administrator IV	2029
Dean/Director	Assoc VP Univ Grants & Resrch	Thomas	McClanahan	Administrator III	1817
Dean/Director	Dean, Sch Social Sciences	Luz	Gonzalez	Administrator IV	1560
Dean/Director	Dean, Div Grad Studies	Karen	Carey	Administrator IV	1024