

Executive Memorandum No. 13

Delegation of Administrative Authority to Approve Academic-Administrative Personnel Actions

Pursuant to Sections 2.1 and 3.2 of the *Bylaws of the Board of Regents of the University of Nebraska*, the President hereby delegates the following authority to each Chancellor with respect to personnel under his or her jurisdiction, effective on and after December 19, 2002:

1. Authority to make appointments to the positions of Vice Chancellor and Dean, subject to approval by the President and the Board of Regents.
2. Authority to make appointments to all other positions in the academic-administrative staff, except appointments to graduate faculty status.
3. Authority to approve contracts for the services of members of the academic-administrative staff.
4. Authority to approve changes in salary, changes in type of appointment and changes in terms and conditions of appointment for any member of the academic-administrative staff.

The authority herein delegated shall be exercised in strict compliance with the requirements of the *Bylaws of the Board of Regents* and University and campus personnel policies and regulations governing personnel actions for members of the academic-administrative staff. Personnel actions approved pursuant to the authority herein delegated shall be implemented so as to take effect on or after the date the personnel action is approved. Retroactive appointments and salary increases are prohibited unless expressly approved by the President.

Each Chancellor may further delegate all or any portion of the authority described above to the appropriate Vice Chancellor or Vice Chancellors; provided, that each such further delegation of authority to approve personnel actions shall be documented in writing, signed by the Chancellor and filed of record with the Corporation Secretary before the same shall be effective.

Not later than fifteen days after the end of every calendar quarter each Chancellor shall submit to the Executive Vice President and Provost a written report for the preceding calendar quarter reflecting all academic-administrative staff personnel actions for administrative positions and for faculty positions at the rank of assistant professor or above, including type and length of appointments approved and new salary obligations or changes in salary obligations approved.

Reference: December 12, 1994
December 19, 2002