


<p>Name of Policy: Delegation of Authority to Execute Personnel Actions</p> <p>Policy Number:</p> <p>Issuing Authority: SUS Board of Supervisors</p> <p>Initial Effective Date: November 28, 2008</p> <p>Revision Date: Febraury 17, 2017</p>	 <p>SOUTHERN UNIVERSITY SYSTEM POLICIES AND PROCEDURES</p>
<p><input type="checkbox"/> New Policy Proposal</p> <p><input checked="" type="checkbox"/> Major revision of existing policy</p>	<p><input type="checkbox"/> Minor revision to existing policy</p> <p><input type="checkbox"/> Reaffirmation of exisitng policy</p>

I. Policy Statement

The Southern University System (hereinafter referred to as the “SUS”) has formulated the following policy to provide operational guidelines for the appropriate delegation of authority to approve various personnel actions by its Board of Supervisors, System President and campus Chancellors.

II. Purpose

The purpose of this policy is to create uniform personnel procedures for the SUS in accordance with the provisions of Article VII, section 8 of the *Board’s Bylaws*, as amended Section 2-5.1 of the *Board’s Regulations*, as amended hereinafter referred to as the “Uniform Personnel Policy” and to delineate the specific and express delegations of authority by the Board to the System President and Chancellors to execute certain types of personnel actions.

This delegation of authority may be amended or revoked at any time.

III. History

Prior action by the Board addressing personnel actions can be found at: Southern University System—Policies and Procedures Manual (Synopses) August, 1992 Sections 1.00.43; 1.00.43a; 1.00.44; 1.00.45; 2.00.03; Southern University System—Board of Supervisors Bylaws and Regulations Manual (Last modified: 11/27/07) *Proposed Policy for Submission of Personnel Action Forms*; Southern University System—Board of Supervisors’ Official Minutes dated November 28, 2008 at p.7; and Southern University System—Board of Supervisors’ Official Minutes dated April 26, 2013 at p.5.

IV. Uniform Personnel Policy of the SUS Board of Supervisors.

Except as otherwise provided in the bylaws, and notwithstanding any other provisions of the regulations, all personnel actions shall be made in accordance with the following provisions:

A. Personnel Actions Requiring Board Approval

The following personnel actions shall require approval by the SUS Board of Supervisors:

1. Any action, which would result in an employee earning total annual compensation in the amount of Sixty Thousand Dollars (\$60,000) or more, from all sources, both public and authorized private.
2. Appointment of and compensation for the President, System Vice Presidents, all chancellors or equivalents, and all positions of dean or equivalent and above, including amendments to or extensions of appointment agreements and increases or decreases in compensation.
3. Educational leave and sabbatical leave in excess of three (3) months during any twelve (12) month period.
4. Termination of tenured faculty.
5. Head Coach and Athletic Director contracts and amendments, thereto, provided that the President shall have the authority to approve any non-substantial amendments.
6. Leave without pay for one (1) year or more or special leave with any pay or benefits for thirty (30) days or more within any twelve (12) month period.
7. Retrospective compensation of any type, which will be authorized only (i) in exceptional circumstances (when justified by the campus or institution in writing or as incidental to an approved general pay plan) or (ii) when, due to excusable neglect, the effective date of the proposed appointment, pay increase, or other personnel action is no more than sixty (60) days prior to the Board meeting or thirty (30)

days prior to the previous Board meeting, when more than one (1) month has elapsed since such previous Board meeting.

8. Termination of the President, all chancellors or equivalents, and all positions of dean or equivalent or above, unless otherwise provided in the appointment documents.
9. Either appointment or making any change in status which would result in an employee gaining indeterminate tenure or “rolling tenure” (i.e. rolling term).
10. Appointment to any designated chair or professorship.
11. Conferring emeritus status on any person with less than ten (10) years of service to the university or with titles other than professor.
12. Awarding any honorary degree.
13. Paying any salary supplement to an SUS employee from Board-authorized affiliated foundation funds.

B. Personnel Actions Requiring Presidential Approval

The following personnel actions shall require approval by the President, which authority may not be further delegated.

1. Any action which would result in an employee earning a total annual compensation from Fifty Thousand Dollars (\$50,000.00) to Sixty thousand (\$60,000.00) from all sources, both public and authorized private.
2. The creation of any new position at the level of Vice President, Chancellor or equivalent and all positions of dean or equivalent, including directors and chairs earning \$50,000 to \$60,000.00.

3. Filling any faculty position made vacant because of lay-off or furlough pursuant to a Board-approved plan addressing institutional change or exigency.
4. Any action which would allow for a delay in review for tenure beyond the period of time established by SUS policy or in the employee's appointment letter.
5. Conferring emeritus titles not required to be approved by the Board.
6. Re-appointment of any person who is to receive during employment with the SUS any retirement benefits from any Louisiana public employee retirement system or plan.
7. Converting a filled classified position to an unclassified position, approval of which will only be granted if justified by the following factors:
 - (i) The employee must have a baccalaureate degree or sufficient professional experience to substitute for the degree, and
 - (ii) The duties of the unclassified position must require advanced learning acquired by a prolonged course of specialized, intellectual training.
8. General pay plans, including across-the-board pay raises which are granted to all or substantially all of the employees of a campus or institution.
9. Any other personnel action which the President determines should be reviewed at the System level. Such determinations may be made individually or be established for the System as a whole, for individual campuses or institutions, or for classes of employees either across the System or at specific campuses or institutions.
10. Hiring of all full-time faculty as required to fill faculty vacancies up the salary level of Seventy-five thousand dollars (\$75,000.00).

Personnel Actions Requiring Chancellor Approval

The following personnel actions shall require approval by the Chancellors:

1. Any action which would result in an employee earning total annual compensation up to, but not more than, Fifty Thousand Dollars (\$50,000) from all sources, both public and authorized private.
2. Title changes
3. Hiring of adjunct faculty.
4. Employment status changes from a nine (9) month to a twelve (12) month or twelve (12) month to a nine (9) month position.

C. Personnel Actions which may be delegated by the President

Authority to take all other personnel actions is hereby delegated by the Board to the President, who may further delegate such authority, as he/she deems to be in the best interests of the SUS, provided such actions are taken in accordance with the requirements for form and reporting set forth in Sections E and F of this policy.

D. Form of Letters of Appointment and Similar Agreements

All letters of appointment, contracts of employment, or other written employment agreements between the SUS and any of its employees containing any special provisions not provided for in written general policy, shall either (i) use only the language prescribed for such agreements by the President in a standardized template or form (which is encouraged); or (ii) be approved as to form and legal sufficiency by the General Counsel prior to being signed.

E. Reporting

All personnel actions shall be reported to the President and the Board in a format prescribed by the President after consultation with the Board.

F. Miscellaneous

1. For purposes of this policy “compensation” includes all income covered on any check issued (or electronic transmittal) by the SUS for any compensation purposes as well as all income from other sources, including affiliated foundations, paid as compensation for work done on behalf of the SUS or pursuant to an employment agreement with the SUS. The term does not include royalty, licensing, or other payments made pursuant to the SUS’s intellectual property policies.
2. In the event of any conflict between the provisions of Section 2-5.1 and any other provisions of the *Regulations* of the Board of Supervisors, the provisions of Section 2-5.1 shall control.
3. Nothing herein creates any rights, procedural or substantive, in employees, prospective employees, or other persons.