

APPROVAL LEVELS FOR **CLASSIFIED** PERSONNEL ACTIONS

TYPE OF ACTION	SPECIFIC ACTION	APPROVAL AUTHORITY	
		INITIAL	CURRENT
Position Actions	Create Position	Chancellor	Vice Chancellor
	Reclassify Position	Vice Chancellor	Dean/Director *
	Update Position Description	Dean/Director	Chair w/ HRM
	Fill Position	Vice Chancellor	Chair w/HRM, B&P, SPA
	Transfer Position	Chancellor	Vice Chancellor
Temporary Actions	Restricted Appointment	Vice Chancellor	Chair w/ HRM
	Contingent Appointment	Vice Chancellor	Chair w/ HRM
	WAE Appointment	Vice Chancellor	Chair w/ HRM
	Detail to Special Duty	Vice Chancellor	Chair w/ HRM
	Job Appointment	Vice Chancellor	Dean/Director
Personnel Actions	Appointment	Vice Chancellor	Dean/Director
	Promotion	Vice Chancellor	Dean/Director
	Continuation	Vice Chancellor	Dean/Director
	Source of Funds involving more than last 4 digits off account number(s)	Vice Chancellor	Dean/Director
	Source of Funds only last 4 digits of account number(s)	Vice Chancellor	Chair
	Source of Funds Change or Percent Effort Change involving permanent increase in state funds	Vice Chancellor	Vice Chancellor
	Transfer/ Reassignment	Vice Chancellor	Dean/Director
	Demotion	Vice Chancellor	Dean/Director
	Leave Without Pay for less than 6 months	Vice Chancellor	Chair
	Leave Without Pay for 6 months or more	Vice Chancellor	Vice Chancellor
	Disciplinary Action w/ the exception of termination and w/concurrence of HRM	Vice Chancellor	Chair
	Voluntary Separation	Vice Chancellor	Chair
	Involuntary Separation w/the concurrence of HRM	Vice Chancellor	Dean/Director
Special Pay Actions	Overtime/Additional Compensation w/concurrence of HRM	Vice Chancellor	Chair
	Merit Increases	Dean/Director	Chair
	Salary Supplement Paid by a Foundation	President	President

* HRM will notify Vice Chancellors if job study or multiple reallocations are being considered.