

# Board of Trustees of the Nebraska State Colleges

## Personnel

**POLICY NAME:** Delegation of Authority to Make Certain Appointments

**POLICY NUMBER:** 5021

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### **A. PURPOSE**

To establish guidelines for delegating authority to make certain appointments for personnel.

### **B. DEFINITIONS**

None

### **C. POLICY**

#### **1. Personnel Appointments**

- 1.1. All full-time (0.75 FTE on an annualized basis or more) personnel appointments must be reviewed and approved by the President and reported to the Chancellor.
- 1.2. All full-time employment separations shall also be reported to the Chancellor.
- 1.3. The Chancellor shall report such changes to the Board on a regular basis.
- 1.4. All full-time System Office personnel appointments and employment separations shall be reported to the Board on a regular basis.
- 1.5. An appointment that represents a new full-time position, or an increase or decrease in budgeted FTE must be reviewed and approved by the Chancellor prior to its effective date.
- 1.6. All part-time appointments (less than 0.75 FTE) must be reviewed and approved by the President and reported to the Chancellor.
- 1.7. The Chancellor shall report such changes to the Board on a regular basis.

#### **2. Procedure**

- 2.1 Records of the appointments covered by this policy will be maintained in the respective College Human Resources Offices or in the System Office.

- 2.2 The System Office will develop appropriate forms for reporting all personnel appointments. All personnel appointments are to be filed in report form with the Chancellor along with all other personnel actions in preparation for Board meetings.
- 2.3 Once each year the Chancellor shall provide a summary report to the Board on all full-time and part-time faculty, professional and support staff appointments in the System, as well as all vacant positions that have been budgeted.

**FORMS/APPENDICES:**

None

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**SOURCE:**

**Policy Adopted:** June 1993

**Policy Revised:** November 1995, April 2000, June 2003, June 2006, January 2015, May 2022