

## University of Louisiana System

**Title: PERSONNEL ACTIONS**

**Effective Date: November 17, 2015**

**Cancellation: April 28, 2006**

**Chapter: Faculty and Staff**

### **Policy and Procedures Memorandum**

Board RULES, Chapter III, Sections II B, C and D describe approvals required for personnel actions of various unclassified personnel and authorize the System Office to grant employment and changes in employment status on a provisional basis prior to Board action. The purpose of this policy is to delegate provisional authority to the campus presidents, serving as the System President's designated agents, to grant employment or changes in employment status for certain categories of personnel actions listed below. All personnel actions continue to be subject to final ratification by the board.

Campus presidents may approve the following personnel actions on a provisional basis subject to final ratification by the Board:

- Reassignments or promotions for individuals whose salary adjustment does not exceed 10% of their current salary;
- Title changes;
- Adjunct faculty;
- Employment status changes from a nine-month to a twelve-month or twelvemonth to nine-month position; and
- Replacement of vacant positions as long as the salary offered to the prospective employee is within 10% of the approved budgeted salary.

Campus presidents may also advertise and fill unclassified administrative positions except the positions of Deans, Vice Presidents, Provosts, and Athletic Directors.

The System Office retains authority to approve the establishment of new unclassified positions and shall give provisional or interim approval to advertise and fill administrative positions of Deans, Vice Presidents (Associate and Assistant), and Athletic Directors or their equivalent positions.\*

To maintain oversight, the annual internal audit risk assessments for each campus shall consider hiring practices.

It is understood that in all of the actions, exceptional or unusual requests will be discussed with the System President.

\* The System Office will only grant provisional authority to advertise and fill such positions in months when the Board of Supervisors does not meet.

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*Policy References:*

Louisiana Revised Statute (LRS 17:3305)  
Board RULES, Chapters III, IV, V

*Distribution:*

System Administration Staff  
Campus Presidents  
Provosts and Vice Presidents for Academic Affairs  
Chief Financial Officers