

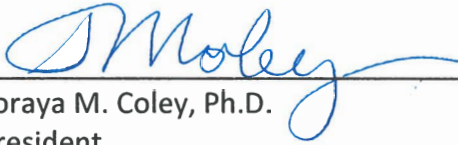
# Memorandum

DATE: September 25, 2017

TO: Sylvia A. Alva, Ph.D.  
Provost and Vice President for Academic Affairs

copy: Cabinet  
Jonna Lewis

FROM:

  
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Soraya M. Coley, Ph.D.  
President

SUBJECT: Delegation of Authority – EXECUTIVE ORDER NO. 402  
Delegation of Authority to Make Exceptional Faculty Step Advancements

Pursuant to Executive Order No. 402, I am delegating to the Provost and Vice President for Academic Affairs, the authority to implement and exercise the provisions of said Executive Order subject to the conditions expressed therein. You may sub-delegate this authority as you see appropriate.

Attachments

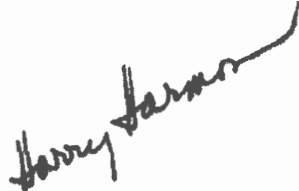
THE CALIFORNIA STATE UNIVERSITY  
Office of the Chancellor  
400 Golden Shore  
Long Beach, California 90802

(213) 590-5512

**Date:** October 5, 1982

**To:** Presidents

**From:** Harry Harmon  
Executive Vice Chancellor



**Subject:** Delegation of Authority to Make Exceptional Faculty Step Advancements  
Executive Order No. 402

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I am transmitting to you a copy of Executive Order No. 402 which authorizes two step advancement of faculty in exceptional instances. This program is intended to assist in the retention of faculty in hard to hire fields and specialties within engineering, computer science and business.

It is your responsibility as President to implement Executive Order 402 where applicable and to maintain the campus repository and index for all Executive Orders.

HH:lf

Enclosure

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**Distribution:** Vice President, Academic Affairs  
Vice Presidents, Administrative Affairs  
Deans of Faculty  
Business Managers  
Personnel Officers  
Chancellor's Staff

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THE CALIFORNIA STATE UNIVERSITY  
Office of the Chancellor  
400 Golden Shore  
Long Beach, California 90802

**Executive Order:** 402  
**Title:** Delegation of Authority to Make Exceptional Faculty Step Advancements  
**Effective Date:** October 5, 1982  
**Supersedes:** No Prior Executive Order

Presidents are hereby delegated authority to make exceptional faculty step advancements of two steps or to place newly promoted faculty on second step of the new rank. This delegation is limited to cases where it is necessary to retain essential faculty in engineering, computer science and business (high demand fields). Exceptional step advancements granted under this delegation are to be limited to individual cases where salary level is a major factor in retention.

Campus funding sources will be used to fund exceptional step advancements.

When an exceptional step advancement is granted, a memorandum so stating should be sent to the Office of the Controller accompanying the usual documentation for a personnel transaction. Indicate in the memo that the exceptional step advancement is made under the authority of the President, and cite this Executive Order.

At the same time that the Controller is notified, campuses are requested to report the action to the Office of Faculty and Staff Affairs. Include in the report a brief discussion of the special circumstances which required each exceptional step advancement.

  
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W. Ann Reynolds, Chancellor

Date: October 5, 1982