



# Memorandum

DATE: September 25, 2017

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

copy: Cabinet  
Jonna Lewis

FROM:   
Soraya M. Coley, Ph.D.  
President

SUBJECT: Delegation of Authority for Approving Academic Personnel Transactions

Authority is delegated to the Provost and Vice President for Academic Affairs (Provost) to implement and exercise the provisions of the Collective Bargaining Agreement (CBA) between the California State University and the California Faculty Association, and to act on the President’s behalf as the President’s designee consistent with the CBA. This delegation includes but is not limited to the delegations of authority described below, and includes delegations to other positions (e.g., AVP Academic Faculty Affairs)

Action:	Delegated to:
I. Appointments	
a. Tenure-Line Faculty Appointments	Provost
b. Temporary Faculty Appointments	Dean or Director
c. Time base Change for temporary faculty	Dean or Director
d. Time base Change for tenure track faculty	Dean or Director <b>and</b> AVP Faculty Affairs/Provost
e. Work plan Change e.g. AY to 12 month for temporary faculty	Dean or Director
f. Work plan Change e.g. AY to 12 month for tenure track faculty	Dean or Director <b>and</b> Provost
g. Reassignments	Dean/Director representing the “from” and “to” organizational units; <b>and</b> Provost
II. Retention, Tenure and Promotion	

	(RTP)	
a.	RTP decisions	Provost
b.	Timelines affecting tenure-line evaluation and RTP	AVP Faculty Affairs
c.	Final approval of tenure-line performance review procedures	AVP Faculty Affairs
d.	Extensions of Probationary Period and FERP evaluation, participation	AVP Faculty Affairs
e.	Requests for fewer student evaluations	Provost
III.	Salary Adjustments – including, but not limited to: *	
a.	Range Elevation	Provost
b.	Market Increase	Provost
c.	Equity Increase	Provost
d.	Salary Recovery Adjustments	Provost
e.	General Salary Increases	Provost
f.	Service Salary Increases	Provost
g.	Lecturer Corrections	Dean/Provost
h.	Department Chair Stipends Amount	Dean <u>and</u> Provost
i.	Settlement pay adjustments	Director of Academic Personnel/AVP Faculty Affairs/Provost
IV.	Job Reclassification to a different bargaining unit	Provost
V.	Leaves	
a.	Leave Without Pay	Provost/AVP Faculty Affairs
b.	Leave With Pay – Sabbatical and Difference in Pay	Provost
c.	Leaves With Pay – Other (e.g., emergency)	AVP Faculty Affairs
d.	Professional Development	Dean/AVP Faculty Affairs/Provost
VI.	Faculty Early Retirement Program and Pre-Retirement Reduction in Time Base	AVP Faculty Affairs/Provost
VII.	Reprimands	Dean/Director of Academic Personnel
VIII.	Disciplinary Actions	Provost/AVP Faculty Affairs
IX.	Temporary Suspension with Pay	Provost
X.	Layoff	President
XI.	Voluntary Separations	Provost – acceptance of resignation
XII.	Grievances	
a.	Filing	Faculty Affairs Office
b.	Processing including Level I	Director of Academic Personnel

	process and pre-appeal statutory grievance process, and related settlement	
c.	Presidential Review statutory review process	Provost
XIII. Personnel Action Files (PAFs)		
a.	Designation of custodian of PAFs	Dean – tenure-line faculty PAFs Dean – temporary faculty and Unit 11 PAFs
b.	PAF – other Article 11, Unit 3 Collective Bargaining agreement, references to President	Provost – personnel decisions – tenure-line Dean/Director/Provost – personnel decisions – temporary faculty
XIV. Course Offerings – type and extent for department consistent with current policies and procedures		
XV. Department Chair		
a.	Department Chair Assignments including Interims	Provost
b.	Summer Term Employment of Department Chairs and faculty	Dean
XVI. College of Extended Education (CEU) Article 40, Unit 3 Collective Bargaining agreement, Extension for Credit Employment		
College Dean and CEU Dean		

\*Includes any other pay changes in effect in CBA, e.g. faculty equity award, etc. in consultation with the President.