

## Implementation Guidelines

This is written to provide procedural guidelines for those Senate faculty appointments delegated to Academic Deans by the Provost and Executive Vice Chancellor (PEVC). Effective January 2008, the Dean has authority to approve appointments for the following:

- Assistant Professor, Step I, II or III
- Acting Assistant Professor Step I or II

NOTE: Effective 10/18/2013, appointments of Acting Assistant Professors at Step III (or higher) will undergo a full personnel review with a Chancellor's final decision. Refer to the [Delegation of Authority](#) chart for the most current information.

### I. DOCUMENTATION REQUIREMENTS

The following documentation should be included in each delegated appointment file:

- Cover Sheet for Assistant I, II, and III Appointments (see the [APO website](#) for the most current checklist)
- Copy of approved authorization for recruitment from the EVCP
- List of Documents found in [the CALL](#) for Appointment Checklist for Assistant I, II and III Appointments

### II. PROCEDURAL GUIDELINES

**Chair's Responsibility:** The review process in the Department should follow the same procedure as for other appointments. The Department Chair has overall responsibility for the process, which includes notifying the candidate, documenting and presenting the Department's recommendation, and forwarding the materials to the Dean. Recommendations for appointment must be based on a complete appointment file (see [Appointment Checklist](#)).

**Dean's Responsibility:** The Dean has responsibility for approving the appointment, verifying that the position has been authorized for recruitment, and writing the appointment letter. Standard language for this letter must be used (see the [APO website](#) for the most current template).

**Off-scale Salaries:** Refer to the [APO website](#) for the most current policy.

**Office of Record:** APO will remain the office of record for these delegated appointments. The original appointment file, original signed accepted formal offer letter, and other documents required should be sent to APO **no later than four weeks after the offer has been accepted**. An annual post audit of appointments will be done in consultation with CAP.

### III. RESOURCES

Academic Personnel Manual (APM): [APM Section II, Appointment and Promotion](#)  
[The CALL](#)  
[Academic Hiring Toolkit](#)