



MISSOURI
ORDER

MEMORANDUM

May 2, 2012

TO: Chancellor Brady J. Deaton
Chancellor Thomas F. George
Chancellor Leo E. Morton
Chancellor Cheryl B. Schrader
Vice President Gary K. Allen
Vice President Stephen C. Knorr
Vice President Natalie "Nikki" Krawitz
Vice President Michael F. Nichols
Vice President Betsy Rodriguez
Senior Associate Vice President Steven Graham

FROM: Timothy M. Wolfe

SUBJECT: Executive Order 6 – Delegation of Authority

Previous correspondence, dated January 19, 2010, interpreted Executive Order 6, Delegation of Authority, to include all athletic coaches, both new and existing employees, for discretionary review (see attached, Section A.1.b.).

This memorandum further interprets that to only include athletic coaches whose base salary exceeds \$100,000.

The presidential approval process will continue to be managed through the UM System Human Resources (UM HR) office. It is preferable to submit electronic copies of all documents. Appropriate documentation typically includes an appointment letter or contract detailing the total compensation. I expect UM HR to receive these documents prior to employee acceptance of the offer. Please send documentation to Bonita Lenger at lengerb@umsystem.edu. Typically, approval is completed within a few days assuming all documentation is included.

I expect that you will seek legal counsel as appropriate, even for those appointments that will no longer require my approval. The use of templates for the appointment letter will expedite the UM HR review, and ensure appropriate letters for all new hires. Templates have been prepared by UM HR and the Office of General Counsel and have been made available to you electronically.

TMW:bl

Attachment

c: Stephen J. Owens
Glen Cope
Brian Foster
Gail Hackett
Kent Wray
Peter Heithaus
Carol Hintz
Sue Kopfle
Shenethia Manuel
Karen Touzeau
Jim Krueger
Sharon Lindenbaum
Steve Malott
Tim Rooney



Chapter 320: Employment and Termination

320.030 Delegation of Authority

Executive Order No. 6, 12-1-70; revised 3-20-73, 1-3-78, 1-1-80, 3-31-81, 1-1-82, 11-15-82, 10-28-85, 6-26-87, and 8-5-87; Amended Bd. Min. 6-14-91, Revised 3-5-92. Revised 7-31-97; 1-21-98; Revised 5-8-01; Revised 6-9-03; Revised 5-26-06; Revised 1-22-10.

In accordance with the authority to delegate by the President of the University as established by Board of Curators Regulation Section 20.020 on April 7, 1967, Bd. Min. page 33,193, I herewith delegate the appointing authority for general University employment with all of the powers contained in the Special Delegation of Authority set forth in Section 320.020 to the President by the Board of Curators by its actions on April 7, 1967 (Bd. Min. p. 33,193) and March 17, 1972 (Bd. Min. p. 36,323), as follows:

A. To the Chancellor of the Campus the Authority:

1. To approve personnel actions pertaining to employment, changes in total compensation, changes in status, and termination for all campus faculty, staff and students, with the exception of:
 - a. All such personnel actions for executive-level positions/appointments reporting directly to the Chancellor which are assigned to Occupational Group Code 15.
 - b. Other positions as determined by the President, in advance, for discretionary review.
2. To make recommendations for prior approval to the President on all personnel actions pertaining to the above-listed exceptions.
3. All appointments are to be within the available funds in the approved budget and are to be in compliance with University policies regarding individual qualifications and levels of compensation.

B. To the Vice Presidents for UM System the Authority:

1. To approve personnel actions pertaining to employment, changes in total compensation, changes in status, and termination for all UM System staff and students, with the exception of:
 - a. All such personnel actions for executive-level positions/appointments reporting directly to the Vice President which are assigned to Occupational Group Code 15.
 - b. Other positions as determined by the President, in advance, for discretionary review.

2. To make recommendations for prior approval to the President on all personnel actions pertaining to the above-listed exceptions.
 3. All appointments are to be within the available funds in the approved budget and are to be in compliance with University policies regarding individual qualifications and levels of compensation.
- C. **Redelegation of Authority:** Authority to approve personnel actions may be redelegated, but it does not relieve responsibility for seeing that correct procedures and policies are followed and that the appointment processes are correctly completed.
1. All redelegation of authority with a clear delineation of the extent of such redelegation must be documented by a letter to the individual to whom the delegation is being made.
 2. The individual approving such personnel actions shall use his/her own signature or electronic log in and not that of the individual delegating the authority. Redelegations previously filed remain in effect unless changes are submitted or the employee is terminated or transferred to a different position.
- D. **Incentive Compensation:** All management, faculty and staff incentive compensation programs must be approved by the President or his/her delegate prior to implementation or material revision of said program. Presidential approval shall remain in effect for no more than five (5) years or until the plan is materially revised, whichever comes earlier. (See Executive Guideline #34, Principles for the Establishment and Operation of Incentive Compensation Plans.)
- E. **Senior Academic Line Administration:** As a general policy, recommendations for the selection of a senior academic line administrator (e.g., provost/vice chancellor, dean, director) shall be made by the Chancellor after consultation with an appropriate committee which will include members of the faculty, school, college, or other unit that will be served by the administrator.