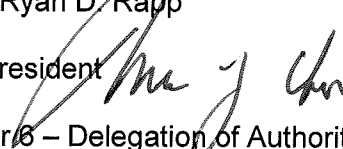


September 13, 2017

To: Interim Chancellor Barbara Bichelmeyer
Chancellor Alexander N. Cartwright
Chancellor Thomas F. George
Interim Chancellor Christopher G. Maples
Vice President Ryan D. Rapp

From: Mun Y. Choi, President 

Re: Executive Order 6 – Delegation of Authority

This correspondence revises previous correspondence, dated May 2, 2012, which interprets Executive Order 6, Delegation of Authority, to include all athletic coaches, both new and existing employees whose base salary exceeds \$100,000, for discretionary review (see attached CRR 320.030, *Delegation of Authority*, Section A.1.b.). I will continue to approve hires for athletic coach positions but only for head coaches in football and men's and women's basketball and for any coach if base annualized salary is expected to equal or exceed \$300,000.

The presidential approval process will continue to be managed through the UM System Human Resources (UM HR) office. For those hires identified above, my approval of the parameters of total compensation is required before an offer is presented to a candidate. Appropriate documentation may include a term sheet, offer letter or contract detailing the total compensation and is to be sent to the Associate Vice President and Chief Human Resources Officer. Please seek legal counsel before sending materials to UM HR. Additionally, I expect you will seek legal counsel as appropriate, even for those hires no longer requiring my approval.

Attachment

c: Stephen Owens
Jim Sterk
Tim Hickman
Sarah Reesman
David Russell
Walt Branson
Rick Baniak
Rhonda Gibler
Patty Haberberger
James Hertel
Lori Flanagan
Rhonda Byers
Mark Mullin
Carol Hintz
Sharon Lindenbaum
Carla Wilson



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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. Redlegation 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.



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<mailto:CRRrequest@umsystem.edu&subject=Request%20Word%20Doc%20for%20Board%20Action&body=Please%20send%20the%20following%20rule:%20320.030%20Delegation%20of%20Authority>

Next Rule: [320.035 Policy and Procedures for Promotion and Tenure](https://www.umsystem.edu/ums/rules/collected_rules/personnel/ch320) (https://www.umsystem.edu/ums/rules/collected_rules/personnel/ch320)

[/320.035 policy and procedures for promotion and tenure](#)

Previous Rule: [320.020 President's Authority](https://www.umsystem.edu/ums/rules/collected_rules/personnel/ch320/320.020_presidents_authority) (https://www.umsystem.edu/ums/rules/collected_rules/personnel/ch320/320.020_presidents_authority)