



## MEMORANDUM

January 19, 2010

TO: Chancellor Brady J. Deaton  
Chancellor John F. Carney, III  
Chancellor Thomas F. George  
Chancellor Leo E. Morton  
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  
Senior Associate Vice President David R. Russell

FROM: Gary D. Forsee

RE: Executive Order 6 – Delegation of Authority

Please find attached a revised copy of Executive Order 6, Delegation of Authority. As you can see, I am limiting my approval of compensation decisions to your direct reports at the executive level. Positions for discretionary review (Section A.1.b.) include athletic coaches, both new and existing employees, as changes are made to contracts and for compensation.

For purposes of this Executive Order, total compensation includes, but is not limited to, base salary, relocation incentive, moving expenses, supplemental retirement contributions, additional pay, summer/joint appointments, incentive plans and payments, interim appointments and deferred compensation. Compensation approved at the time of hire or revised contract approval and paid at a later date, will not need additional approval.

MISSOURI

The presidential approval process will be managed through the UM System Human Resources office. It is preferable to submit electronic copies of all documents. Appropriate documentation includes an appointment letter or contract detailing the total compensation and/or the supplemental retirement form. I expect that Human Resources will receive these documents prior to employee acceptance of the offer. Please send documentation to Bonita Lenger at [lengerb@umsystem.edu](mailto: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 Human Resources and the Office of General Counsel and will be made available to you electronically.

GF/clc:bl

Attachment

c: Stephen J. Owens  
Glen Cope  
Brian Foster  
Gail Hackett  
Kent Wray  
Peter Heithaus  
Carol Hintz  
Sue Kopfle  
Shenethia Manuel  
Karen Touzeau

# 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 1-19-10.

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 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.