

Chancellor Approval Process Required Documentation - July 2016

POSTING

- Management Group (additional approval required from BOT)
- Positions reporting directly to a Campus President

Requirements:

- Cover letter with HR recommendation (the Compensation COE will put this together)
- Request for approval from the Campus President
- Job Description
- Previous incumbent (if applicable)
- Salary Analysis: (the Compensation COE will put this together)
 - CUPA or other external data
 - Internal Department equity

SALARY INCREASES/NEW HIRES

- Wage increases for salaried employees greater than 15% for one band, or 25% for two or more
- Equity increase of more than 2 steps for hourly employees
- Management Group positions
- Direct reports to a campus president
- Faculty increases exceeding 15% or \$90k (additional approval required from AFUM)

Requirements:

- Cover letter with HR recommendation (the Compensation COE will put this together)
- Resume/CV
- Letter(s) of recommendation from Campus President or Provost
- Letter(s) of recommendation from Department head or hiring manager
- Effective Date
- Previous incumbent
- If new hire: search synopsis (# of candidates/interviews etc)
- Job Description
- Salary Analysis: (the Compensation COE will put this together)
 - CUPA or other external data
 - Internal Department equity
 - Previous incumbent wage/band and any applicable stipends that might be ending

APPOINTMENTS:

- Tenure appointments (additional approval required from BOT)
- Named Chairs and professorships (approved by Vice Chancellor of Academic Affairs first)

Requirements:

- Cover letter with HR recommendation (the Compensation COE will put this together)
- Resume/CV
- Letter(s) of recommendation from Campus President, and all appropriate cabinet members
- Letter(s) of recommendation from Department or search committee chair
- Effective Date
- Stipend or operating budget if applicable

STIPENDS

Only necessary if stipend exceeds:

VP, Provost or Dean	\$15,000
Exec., Assoc., or Asst. Director	\$12,000
Director	\$9,000
Chair (non-represented)	\$9,000

- See requirements for Appointments

*** Send all documentation to Laurie Clark, Director of Compensation**