31.99.99.M0.01 President's Delegation of Authority for Human Resources Administration Matrix

Approved May 1, 1997 Revised October 22, 1997 Revised November 1, 1997 Revised August 24, 1999 Revised July 29, 2003 Revised December 3, 2003 Revised February 3, 2011 Revised April 3, 2015

Next scheduled review: April 3, 2020

Standard Administrative Procedure Statement / Reason for Procedure

The Delegation of Authority Matrix for Human Resources Administration is provided as a reference for administration of actions addressed in Texas A&M University Rules, Texas A&M System Regulations and Policies. In the event of a conflict the Rule, Regulation or Policy governs.

Rule and Responsibilities

1. General

- 1.1 Included in the Current Authority column are the Policies, Regulations, Rules and Procedures that are applicable to each process. (SP-System Policy, SR-System Regulation, UR-University Rule, SAP-Standard Administrative Procedure)
- 1.2 Vice presidents or deans may delegate duties related to the administrative operation of their offices consistent with delegations provided to department heads.

<u>Processes</u>	Applicable Governance	Routing	<u>Final Approver</u>
Compensation			
Additional Compensation to Faculty/Staff Members for Teaching Resident Courses after regular work hours	SP 31.01 SR 31.01.01 UR 31.01.01.M7	(by memorandum) Supervisor	Department Head (both hiring and home departments)
2a. STAFF – Additional Compensation to Staff Members for Extension Center Teaching and Continuous Education Teaching	SP 31.01 SR 31.01.01 UR 31.01.01.M7	(by memorandum) Supervisor	Department Head (both hiring and home departments)

<u>Processes</u>	Applicable Governance	Routing	<u>Final Approver</u>
2b. FACULTY - Additional Compensation to Faculty Members for Extension Center Teaching and Continuous Education Teaching	SP 31.01 SR 31.01.01 UR 31.01.01.M7	(by memorandum) Department Head (hiring and home departments)	Dean or designee < \$15,000 annually Dean of Faculties > \$15,000 annually
For approval of other Faculty appointments in excess of Budgeted 100% assignment - see Section 7.2 of UR 25.07.99.M2, President's Delegation for Contract Administration			
3. Payments to Employees for Work Performed Outside Scope of Job Responsibilities and Employment in Excess of 100% (non-instructional activities)	SP 31.01 SR 31.01.01 UR 31.01.01.M7	Supervisor	Department Head (both hiring and home departments)
4. Increased salary rates for New Hires up to 10% above minimum rate:			
4a. Classified Personnel - up to 10% above minimum rate	SP 31.01 SR 31.01.01 UR 31.01.01.M7	Supervisor	Department Head
4b. Classified Personnel – more than 10% above minimum rate	SP 31.01 SR 31.01.01 UR 31.01.01.M7	Supervisor, Department Head, Assoc./Asst. Provost or Dean (Academic Division)	Vice President or designee
4c. Non-Classified Personnel - any amount above the approved or currently budgeted rate	SP 31.01 SR 31.01.01 UR 31.01.01.M7	Supervisor Department Head Assoc./Asst. Provost or Dean (Academic Division)	Vice President or designee
5. FLSA: Compensatory Time for Exempt Employees (Holiday)	SP 31.01 SR 31.01.02	Supervisor	Department Head
6. Creation/Reclassification of 6a. Classified Positions	SP 31.01 SR 31.01.01 SAP 31.01.01.M7.02	Supervisor Department Head Associate Vice President for Human Resource and Administrative Services or	Assoc./Asst. Provost or Dean (Academic Division)
		designee Supervisor Department Head Associate Vice President for Human Resource and Administrative Services or designee	Department Head (Non-Academic Division)
6b. Classified Research positions			Vice President for Research

<u>Processes</u>	Applicable Governance	Routing	<u>Final Approver</u>
 7. Creation/Reclassification of Non-classified Positions 7a. STAFF - Creation/Re- titling of Non-classified Non-faculty Positions and Related Career Ladders 	SP 31.01 SR 31.01.01 SAP 31.01.01.M7.02	Supervisor Department Head Associate Vice President for Human Resource and Administrative Services or designee	Assoc./Asst. Provost or Dean or designee (Academic Division) Department Head or designee (Non-Academic Division)
7b. RESEARCH - Creation/Retitling of Non- classified Research Positions and Related Career Ladders	SP 31.01 SR 31.01.01 SAP 31.01.01.M7.02	Supervisor Department Head Assoc./Asst. Provost or Dean (Academic Division)	Vice President for Research or designee
8. Increased salary rates for promotions above minimum rate. 8a. Classified Personnel - up to 10% above minimum rate.	SP 31.01 SR 31.01.01 UR 31.01.01.M7	Supervisor	Department Head
8b. Classified Personnel – more than 10% above the minimum rate.	SP 31.01 SR 31.01.01 UR 31.01.01.M7	Supervisor Department Head Assoc./Asst. Provost or Dean or designee (Academic Division)	Vice President or designee
8c. Non-classified Personnel – any amount above the approved or currently budgeted rate	SP 31.01 SR 31.01.01 UR 31.01.01.M7	Supervisor Department Head Assoc./Asst. Provost or Dean or designee (Academic Division)	Vice President or designee
9. Pay Plan Amendments and Classified Career Ladders9a. Campus Wide Pay Plan Amendments and Classified Career Ladders	SP 31.01 SR 31.01.01 UR 31.01.01.M7	Associate Vice President for Human Resource and Administrative Services or designee Vice Presidents Provost and Executive Vice President	President
9b. Pay Plan Amendments and Classified Career Ladders Affecting One Division	SP 31.01 SR 31.01.01 UR 31.01.01.M7	Department Head Assoc./Asst. Provost or Dean (Academic Division) Associate Vice President for Human Resource and Administrative Services or designee	Vice President
10. Temporary Salary Increases 10a1. FACULTY (routing chart will not include Human Resources)	SP 31.01 SR 31.01.01 UR 31.01.01.M4	Department Head Dean	Executive Vice President or designee

Processes	Applicable Governance	Routing	Final Approver
10a2. STAFF (other than Non-	SP 31.01	Supervisor	Vice President or designee
Faculty Research	SR 31.01.01	Department Head	
Personnel)	UR 31.01.01.M4	Assoc./Asst. Provost or	
		Dean or designee	
		(Academic Division)	
		Associate Vice President	
		for Human Resource and	
		Administrative Services or	
		designee	
10b. Temporary Salary	SP 31.01	Department Head	Dean
Supplements for Assistant	SR 31.01.01		
and Associate Department	UR 31.01.01.M4		
Head Appointments			
11. Merit Increases, Counter	SP 31.01		Vice President
Offers, and Equity	SR 31.01.01	Supervisor	
Adjustments Outside the	UR 31.01.01.M2	Department Head	
Budget Cycle		Dean	
STAFF		Associate Vice President	
11a. Merit Increases,		for Human Resource and	
Counter Offers, and		Administrative Services or	
Equity Adjustments		designee	
Outside the Budget			
Cycle for Staff (Other			
than Non-Faculty			
Research Personnel)			
FACULTY	CD 24 04	Donard and Hond	Executive Vice President
	SP 31.01	Department Heaa	Executive vice President
11b. Merit Increases,	SP 31.01 SR 31.01.01	Department Head Dean	Executive vice President
			Executive vice President
11b. Merit Increases,	SR 31.01.01	Dean	Executive vice President
11b. Merit Increases, Counter Offers, and	SR 31.01.01	Dean Associate Provost and	Executive vice President
11b. Merit Increases, Counter Offers, and Equity Adjustments	SR 31.01.01	Dean Associate Provost and	Executive vice President
11b. Merit Increases, Counter Offers, and Equity Adjustments Outside the Budget	SR 31.01.01	Dean Associate Provost and Dean of Faculties	Executive vice President
11b. Merit Increases, Counter Offers, and Equity Adjustments Outside the Budget Cycle for Faculty	SR 31.01.01 UR 31.01.01.M2	Dean Associate Provost and Dean of Faculties Supervisor	Vice President for
11b. Merit Increases, Counter Offers, and Equity Adjustments Outside the Budget Cycle for Faculty	SR 31.01.01 UR 31.01.01.M2 SP 31.01	Dean Associate Provost and Dean of Faculties	
11b. Merit Increases, Counter Offers, and Equity Adjustments Outside the Budget Cycle for Faculty NON-FACULTY RESEARCH 11c. Merit Increases,	SR 31.01.01 UR 31.01.01.M2 SP 31.01 SR 31.01.01	Dean Associate Provost and Dean of Faculties Supervisor Department Head	Vice President for
11b. Merit Increases, Counter Offers, and Equity Adjustments Outside the Budget Cycle for Faculty NON-FACULTY RESEARCH 11c. Merit Increases, Counter Offers and Equity Adjustments	SR 31.01.01 UR 31.01.01.M2 SP 31.01 SR 31.01.01	Dean Associate Provost and Dean of Faculties Supervisor Department Head	Vice President for
11b. Merit Increases, Counter Offers, and Equity Adjustments Outside the Budget Cycle for Faculty NON-FACULTY RESEARCH 11c. Merit Increases, Counter Offers and	SR 31.01.01 UR 31.01.01.M2 SP 31.01 SR 31.01.01	Dean Associate Provost and Dean of Faculties Supervisor Department Head	Vice President for
11b. Merit Increases, Counter Offers, and Equity Adjustments Outside the Budget Cycle for Faculty NON-FACULTY RESEARCH 11c. Merit Increases, Counter Offers and Equity Adjustments Outside the Budget	SR 31.01.01 UR 31.01.01.M2 SP 31.01 SR 31.01.01	Dean Associate Provost and Dean of Faculties Supervisor Department Head	Vice President for
11b. Merit Increases, Counter Offers, and Equity Adjustments Outside the Budget Cycle for Faculty NON-FACULTY RESEARCH 11c. Merit Increases, Counter Offers and Equity Adjustments Outside the Budget Cycle for Non-Faculty	SR 31.01.01 UR 31.01.01.M2 SP 31.01 SR 31.01.01 UR 31.01.01.M2	Dean Associate Provost and Dean of Faculties Supervisor Department Head Dean	Vice President for
11b. Merit Increases, Counter Offers, and Equity Adjustments Outside the Budget Cycle for Faculty NON-FACULTY RESEARCH 11c. Merit Increases, Counter Offers and Equity Adjustments Outside the Budget Cycle for Non-Faculty Research Personnel	SR 31.01.01 UR 31.01.01.M2 SP 31.01 SR 31.01.01	Dean Associate Provost and Dean of Faculties Supervisor Department Head Dean Supervisor	Vice President for Research
11b. Merit Increases, Counter Offers, and Equity Adjustments Outside the Budget Cycle for Faculty NON-FACULTY RESEARCH 11c. Merit Increases, Counter Offers and Equity Adjustments Outside the Budget Cycle for Non-Faculty Research Personnel GRADUATE ASSISTANTS 11d. Merit Increases and	SR 31.01.01 UR 31.01.01.M2 SP 31.01 SR 31.01.01 UR 31.01.01.M2	Dean Associate Provost and Dean of Faculties Supervisor Department Head Dean	Vice President for Research Associate Provost for
11b. Merit Increases, Counter Offers, and Equity Adjustments Outside the Budget Cycle for Faculty NON-FACULTY RESEARCH 11c. Merit Increases, Counter Offers and Equity Adjustments Outside the Budget Cycle for Non-Faculty Research Personnel GRADUATE ASSISTANTS 11d. Merit Increases and Equity Adjustments	SR 31.01.01 UR 31.01.01.M2 SP 31.01 SR 31.01.01 UR 31.01.01.M2	Dean Associate Provost and Dean of Faculties Supervisor Department Head Dean Supervisor Department Head	Vice President for Research
11b. Merit Increases, Counter Offers, and Equity Adjustments Outside the Budget Cycle for Faculty NON-FACULTY RESEARCH 11c. Merit Increases, Counter Offers and Equity Adjustments Outside the Budget Cycle for Non-Faculty Research Personnel GRADUATE ASSISTANTS 11d. Merit Increases and	SR 31.01.01 UR 31.01.01.M2 SP 31.01 SR 31.01.01 UR 31.01.01.M2	Dean Associate Provost and Dean of Faculties Supervisor Department Head Dean Supervisor Department Head	Vice President for Research Associate Provost for Graduate & Professional
11b. Merit Increases, Counter Offers, and Equity Adjustments Outside the Budget Cycle for Faculty NON-FACULTY RESEARCH 11c. Merit Increases, Counter Offers and Equity Adjustments Outside the Budget Cycle for Non-Faculty Research Personnel GRADUATE ASSISTANTS 11d. Merit Increases and Equity Adjustments Outside the Budget Cycle	SR 31.01.01 UR 31.01.01.M2 SP 31.01 SR 31.01.01 UR 31.01.01.M2	Dean Associate Provost and Dean of Faculties Supervisor Department Head Dean Supervisor Department Head	Vice President for Research Associate Provost for Graduate & Professional
11b. Merit Increases, Counter Offers, and Equity Adjustments Outside the Budget Cycle for Faculty NON-FACULTY RESEARCH 11c. Merit Increases, Counter Offers and Equity Adjustments Outside the Budget Cycle for Non-Faculty Research Personnel GRADUATE ASSISTANTS 11d. Merit Increases and Equity Adjustments Outside the Budget Cycle for Graduate Assistants	SR 31.01.01 UR 31.01.01.M2 SP 31.01 SR 31.01.01 UR 31.01.01.M2	Dean Associate Provost and Dean of Faculties Supervisor Department Head Dean Supervisor Dean Supervisor Dean Dean	Vice President for Research Associate Provost for Graduate & Professional Studies
11b. Merit Increases, Counter Offers, and Equity Adjustments Outside the Budget Cycle for Faculty NON-FACULTY RESEARCH 11c. Merit Increases, Counter Offers and Equity Adjustments Outside the Budget Cycle for Non-Faculty Research Personnel GRADUATE ASSISTANTS 11d. Merit Increases and Equity Adjustments Outside the Budget Cycle for Graduate Assistants 12. Hiring Salary Adjustment	SR 31.01.01 UR 31.01.01.M2 SP 31.01 SR 31.01.01 UR 31.01.01.M2 SP 31.01 UR 31.01.01 SR 31.01.01	Dean Associate Provost and Dean of Faculties Supervisor Department Head Dean Supervisor Dean Supervisor Dean Dean	Vice President for Research Associate Provost for Graduate & Professional Studies
11b. Merit Increases, Counter Offers, and Equity Adjustments Outside the Budget Cycle for Faculty NON-FACULTY RESEARCH 11c. Merit Increases, Counter Offers and Equity Adjustments Outside the Budget Cycle for Non-Faculty Research Personnel GRADUATE ASSISTANTS 11d. Merit Increases and Equity Adjustments Outside the Budget Cycle for Graduate Assistants 12. Hiring Salary Adjustments 12a. Hiring salary adjustments	SR 31.01.01 UR 31.01.01.M2 SP 31.01 SR 31.01.01 UR 31.01.01.M2 SP 31.01 UR 31.01.01.M2	Dean Associate Provost and Dean of Faculties Supervisor Department Head Dean Supervisor Dean Supervisor Dean Dean	Vice President for Research Associate Provost for Graduate & Professional Studies
11b. Merit Increases, Counter Offers, and Equity Adjustments Outside the Budget Cycle for Faculty NON-FACULTY RESEARCH 11c. Merit Increases, Counter Offers and Equity Adjustments Outside the Budget Cycle for Non-Faculty Research Personnel GRADUATE ASSISTANTS 11d. Merit Increases and Equity Adjustments Outside the Budget Cycle for Graduate Assistants 12. Hiring Salary Adjustment 12a. Hiring salary adjustments after 6 months for	SR 31.01.01 UR 31.01.01.M2 SP 31.01 SR 31.01.01 UR 31.01.01.M2 SP 31.01 UR 31.01.01.M2	Dean Associate Provost and Dean of Faculties Supervisor Department Head Dean Supervisor Dean Supervisor Dean Dean	Vice President for Research Associate Provost for Graduate & Professional Studies
11b. Merit Increases, Counter Offers, and Equity Adjustments Outside the Budget Cycle for Faculty NON-FACULTY RESEARCH 11c. Merit Increases, Counter Offers and Equity Adjustments Outside the Budget Cycle for Non-Faculty Research Personnel GRADUATE ASSISTANTS 11d. Merit Increases and Equity Adjustments Outside the Budget Cycle for Graduate Assistants 12. Hiring Salary Adjustment 12a. Hiring salary adjustments after 6 months for Classified and Non-	SR 31.01.01 UR 31.01.01.M2 SP 31.01 SR 31.01.01 UR 31.01.01.M2 SP 31.01 UR 31.01.01.M2	Dean Associate Provost and Dean of Faculties Supervisor Department Head Dean Supervisor Dean Supervisor Dean Dean	Vice President for Research Associate Provost for Graduate & Professional Studies

Processes	Applicable Governance	Routing	Final Approver
12b. Hiring salary adjustments	SP 31.01	Supervisor	Vice President
after 6 months for	SR 31.01.01	Department Head	Vice Freshaent
Classified and Non-		Assoc./Asst. Provost or	
	UR 31.01.01.M7	-	
classified employees above		Dean (Academic Division)	
10%	15: : "		
Employee Relations (Discipline ar			
13. Written Reprimand	SP 32.02	Supervisor	Department Head or
13a. Written Reprimand for	SR 32.02.02		designee
Staff			
13b. Written Reprimand for	SP 32.02	Department Head	
Faculty	SR 32.02.02	Dean	Executive Vice President or
racuity	UR 12.01.99.M2	Associate Provost & Dean	
	UN 12.01.99.IVI2		designee
		of Faculties	
14. Extended Suspension with	SP 32.02	Supervisor	Department Head (up to
pay (Investigation)	SR 32.02.02		five working days)
14a. Extended Suspension with	SAP 32.02.02.M0.02		jive working days,
Pay (Investigation) for Staff	3/11 32.02.02.1410.02	Department Head	Vice President (up to 30
ray (ilivestigation) for Stan		Associate Vice President	total working days,
		for Human Resource and	includes the above 5 days)
		Administrative Services or	includes the above 5 days)
		designee	
		Assoc./Asst. Provost or	
		Dean (Academic Division)	
		Vice President	President (beyond 30
		Tide i resident	working days)
			li criming duys,
14b. Extended Suspension	SP 12.02	Department Head	Executive Vice President
with Pay (Investigation) for	UR 12.01.99.M2	Dean	(up to 30 days)
Faculty		Dean of Faculties	
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		Executive Vice President	President (beyond 30 days)
		(beyond 30 days)	
15. Suspension without Pay	SP 32.02	Supervisor	Assoc./Asst. Provost or
(Discipline)	SR 32.02.02	Department Head	Dean (Academic Division)
15a. Suspension without	SAP 32.02.02.M0.02	Associate Vice President	
Pay (Discipline) for		for Human Resource and	Department Head - (Non
Staff		Administrative Services or	Academic Division)
		designee	,
		Office of General Counsel	
15b.Suspension with/without	SP 32.02	Department Head	Executive Vice President
Pay (Discipline) for Faculty	SR 32.02.02	Dean	
	SAP 32.02.02.M0.02	Associate Provost and	
		Dean of Faculties	
		Office of General Counsel	

<u>Processes</u>	Applicable Governance	Routing	<u>Final Approver</u>
16, Transfer, Demotion, and/or	SP 32.02	Supervisor	Assoc./Asst. Provost or
Salary Reduction for	SR 32.02.02	Department Head	Dean (Academic Division)
Disciplinary Reasons	SAP 32.02.02.M0.02	Associate Vice President	
16a.Transfer, Demotion,		for Human Resource and	Department Head - (Non
and/or Salary Reduction		Administrative Services or	Academic Division)
for Disciplinary Reason for		designee	
Staff		Office of General Counsel	
16b. Transfer, Demotion,		Department Head	
and/or Salary Reduction	UR 12.01.99.M2	Dean	Executive Vice President
for Disciplinary Reason for		Associate Provost and	
Faculty		Dean of Faculties	
		Office of General Counsel	
17. Dismissal/Termination	SP 32.02		
17a. Dismissal/Termination for	SR 32.02.02	Supervisor	Assoc./Asst. Provost or
Staff	SAP 32.02.02.M0.02	Department Head	Dean (Academic Division)
		Associate Vice President	Department Head - (Non
		for Human Resource and	Academic Division)
		Administrative Services or	·
		designee	
		Office of General Counsel	
17b.Dismissal/Termination for	UR 12.01.99.M2	Department Head	Executive Vice President
Faculty		Dean	
,		Associate Provost and	
		Dean of Faculties	
		Office of General Counsel	
18. Non-Faculty Reduction in	SR 33.99.15	Department Head	President
Force	SAP 33.99.15.M0.01	Assoc./Asst. Provost or	
		Dean	
		(Academic Division)	
		Associate Vice President	
		for Human Resource and	
		Administrative Services or	
		designee	
		Office of General Counsel	
		(approval of RIF plan)	
		Vice President	
Temporary Reduction in Work For		Donautus ant Hand	Accordate Vice Bussident
19. Less than 30 Days	SR 33.99.15	Department Head	Associate Vice President
	UR 33.99.15.M2		for Human Resource and
			Administrative Services or
20. Over 20 Davis	CD 22 00 45	Denoutes and Hand	designee Vice Bresident
20. Over 30 Days	SR 33.99.15	Department Head	Vice President
	UR 33.99.15.M2	Assoc./Asst. Provost or	
		Dean (Academic Division)	
		Associate Vice President	
		for Human Resource and	
		Administrative Services or designee	
Leave:			
21. Approval to Attend	SP 31.03	Supervisor	Department Head or
Conferences and Professional	SR 31.03.03		designee
Meetings	SAP 31.03.03.M0.01		
22. Sick Leave with Pay	SP 31.03	Supervisor	Department Head or
-	SR 31.03.02		designee
	UR 31.03.02.M1		_

<u>Processes</u>	Applicable Governance	Routing	<u>Final Approver</u>
23. Sick Leave without Pay	SP 31.03	Supervisor	Department Head
	SR 31.03.02		
	UR 31.03.02.M1		
24. Sick Leave Pool	SP 31.06	Supervisor	Associate Vice President
	SR 31.06.01		for Human Resource and
			Administrative Services or
			designee
25. Emergency Leave of	SP 31.03		Department Head or
Absence for Death of a	SR 31.03.03	Supervisor	designee
Family Member, Crisis, or	SAP 31.03.03.M0.01		
Catastrophic Situation			
25a. Emergency Leave of			
Absence –Up to 5 days			
25b. Emergency Leave of	SP 31.03	Supervisor	Vice President or designee
Absence –beyond 5 days	SR 31.03.03	Department Head	vice Fresident of designee
Absence – beyond 5 days	SAP 31.03.03.M0.01	Assoc./Asst. Provost or	
	3AF 31.03.03.1VI0.01	Dean	
		(Academic Division)	
26 Justified Emergency Leave of	SP 31.03	Supervisor	Department Head
Absence for Other	SR 31.03.03		
Circumstances	SAP 31.03.03.M0.01		
26a.Up to 5 days			
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26b. 6 to 10 days		Department Head	Assoc./Asst. Provost or
			Dean (Academic Division)
			Vice President or designee
			(non-Academic Division)
26c. beyond 10 days		Assoc./Asst. Provost or	Vice President
Loc. Seyona 10 days		Dean (Academic Division)	The Trestaent
		,	
27. Closure	SP 31.03		Assistant Vice President –
27a. University Closure due to	SR 31.03.03		Office of Safety and
Unsafe Working and Travel	SAP 31.03.03.M0.01		Security
Conditions			
27b. Worksite Closure due to	SP 31.03	Department Head	Assistant Vice President –
Unsafe Working Conditions	SR 31.03.03	Assoc./Asst. Provost or	Office of Safety and
	SAP 31.03.03.M0.01	Dean (Academic Division)	Security
			Or
28. Foreign Travel Leave	SR 21.01.03		Vice President or designee Vice President
Approvals	SR 21.01.03 UR 21.01.03.M1	Supervisor	vice President
28a. Foreign Travel: Paid from	ON 21.01.03.WI	Supervisor Department Head	
State Funds (Canada and		Assoc./Asst. Provost or	
Mexico excluded from the		Dean (Academic Division)	
		Dean (Academic Division)	
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naic on and topic,			
provisions of the University Rule on this topic)		·	

Processes	Applicable Governance	Routing	Final Approver
28b. Foreign Travel: Paid from	SR 21.01.03	Supervisor	Vice President or designee
Non-State Funds (Canada	UR 21.01.03.M1	Department Head	(Non-Academic Division)
and Mexico excluded from			
the provisions of the			Dean or designee
University Rule on this			(Academic Division)
topic)			
28c. Foreign Travel to	SR 21.01.03	Supervisor	President or designee
Locations for which a	UR 21.01.03.M1	Department Head	
Department of State Travel		Assoc./Asst. Provost or	
Advisory or Warning is in		Dean (Academic Division)	
Effect		Vice President	
29. Foreign Service Leave	SP 31.03	Supervisor	President
23. For eight service Leave	SR 31.03.04	Department Head	resident
	SAP 31.03.04.M0.01	Assoc./Asst. Provost or	
		Dean (Academic Division)	
		Vice President	
30. Volunteer Firefighter Leave	SP 31.03	Supervisor	Department Head or
	SR 31.03.03		designee
	SAP 31.03.03.M0.01		
31. Service in Non-elective	SP 07.01	Department Head	President
State Office		Assoc./Asst. Provost or	
		Dean (Academic Division)	
		Vice President	
32. Vacation Leave	SP 31.03	Supervisor	Department Head or
(Faculty positions require 12-	SR 31.03.01		designee
month, vacation accruing			
appointments)			
33. Jury Service (Duty)	SP 31.03	Supervisor	Department Head or
	SR 31.03.03		designee
	SAP 31.03.03.M0.01		
34. University Request for	SP 31.03	Department Head	Chancellor
Employee Deferral from	SR 31.03.06	Assoc./Asst. Provost or	
Military Service		Dean (Academic Division)	
		Vice President	
		President	
35. Military Training and Duty	SP 31.03	Supervisor	Department Head or
(National Guard, Reserves	SR 31.03.06		designee
Duty)	SAP 31.03.03.M0.01		
36. Leave of Absence for	SP 31.03	Supervisor	Department Head or
Employees with a disability	SR 31.03.03		designee
Leave of Absence without Pay:	SAP 31.03.03.M0.01		
STAFF	SP 31.03	Supervisor	
37a. Leave of Absence without	SR 31.03.04		Department Head
Pay (other than Sick Leave)	SAP 31.03.04.M0.01		or designee
for Staff (up to 30 days)			
37b. Leave of Absence without	SP 31.03	Supervisor	Vice President or designee
Pay (other than Sick Leave)	SR 31.03.04	Department Head	vice i resident of designee
for Staff (31 days to one	SAP 31.03.04.M0.01	Department neud	
year)	5/ 11 51.05.07.III0.01		
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Processes	Applicable Governance	Routing	Final Approver
FACULTY	SP 31.03	Department Head	Executive Vice President
37c. Leave of Absence without	SR 31.03.04	Dean	
Pay (other than Sick Leave)	SAP 31.03.04.M0.01	Associate Provost & Dean	
for Faculty (up to one year)		of Faculties	
37d. Leave of Absence without	SP 31.03	Department Head	President
Pay (other than Sick Leave) for	SR 31.03.04	Department rieda Dean	Fresident
Faculty and Staff after one year	SAP 31.03.04.M0.01	Associate Provost & Dean	
radant, and stan arter one year	5. II	of Faculties	
		Executive Vice President	
Performance Evaluations:			
STAFF	SR 33.99.03		Department Head
38a. Non-faculty Employees	UR 33.99.03.M1	Supervisor	
	UR 12.01.99.M2		
FACULTY	UR 12.01.99.M2		Department Head
38b1. Faculty			•
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38b2. Post Tenure Review	UR 12.01.99.M2	Department Head	Dean
38b3. Endowed Position	UR 12.01.99.M2	Department Head	Dean
Holders	SAP 12.01.99.M2.01		
Other:			
39. Nepotism: Direct or Indirect	SP 33.03	Supervisor	President
Supervision of Relations		Department Head	
(authority over salary or terms		Assoc./Asst. Provost or	
and conditions of employment)		Dean (Academic Division)	
		Associate Vice President	
		for Human Resource and Administrative Services or	
		designee	
		Vice President	
		Ties i resident	
40. Employees Registering as	SR 31.99.01	Supervisor	Department Head
Students	SAP 31.99.01.M0.01		
41. Personnel Employed on		Department Head	President
contracts with Texas A&M		Assoc./Asst. Provost or	
Research Foundation:		Dean	
Exceptions		(Academic Division)	
		Vice President	
42. Outside	SP 31.05	Supervisor	Department Head
Employment/Consulting	SR 31.05.02		*
42a. Outside Employment/	SP 31.05		
Consulting for Staff	SR 31.05.01		
42b. Outside Employment/	SP 31.05	Department Head	Dean
Consulting for Faculty	SR 31.05.02	.,	
5 ,	SP 31.05		
	SR 31.05.01		
43. Flexible Work Schedule	SP 33.06	Supervisor	Department Head
	SR 33.06.01		
	SAP 33.06.01.M0.03		

<u>Processes</u>	Applicable Governance	Routing	<u>Final Approver</u>
44. Alternative Work Location	SAP 33.06.01.M0.01	Supervisor	Department Head
44a1. STAFF - Approval of Alternate Work Location		Associate Vice President	
Alternate Work Location		for Human Resource and Administrative Services or	
		designee	
		uesignee	
		VP for Research (research	
		personnel only)	VP for Research (research
		(for non-faculty)	personnel only)
			(for non-faculty)
44b1. FACULTY - Approval of	SAP 33.06.01.M0.02	Dean or Assoc./Asst.	
Alternate Work Location	37.11 33.00.01.1110.02	Provost	Associate Provost & Dean
		1111111	of Faculties
			,
44b. Modification of	SAP 33.06.01.M0.01	Supervisor	Department Head
previously approved			
Alternate Work Location			
44c. Termination of Alternate	SAP 33.06.01.M0.01	Supervisor	Department Head
Work Location		Next level Supervisor	•
Employment:			
45. Exceptions/Approval to	SR 33.99.01	Hiring Supervisor	President
hire	SAP 33.99.01.M0.01	Vice President	
		Associate Vice President	
		for Human Resource and	
		Administrative Services or	
		designee	

Contact Office

For information on clarification on this SAP contact Human Resources, Policy and Practice Review at (979) 862-3331 or by email at hrpolicy@tamu.edu.

OFFICE OF RESPONSIBILITY: Human Resources, Policy and Practice Review