

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

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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.

Processes	Applicable Governance	Routing	Final Approver
Compensation			
1. 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)

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

<u>Processes</u>	<u>Applicable Governance</u>	<u>Routing</u>	<u>Final Approver</u>
7. Creation/Reclassification of Non-classified Positions 7a. STAFF - Creation/Retitling 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 Ladders 9a. 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

<u>Processes</u>	<u>Applicable Governance</u>	<u>Routing</u>	<u>Final Approver</u>
10a2. STAFF (other than Non-Faculty Research Personnel)	SP 31.01 SR 31.01.01 UR 31.01.01.M4	Supervisor Department Head Assoc./Asst. Provost or Dean or designee (Academic Division) Associate Vice President for Human Resource and Administrative Services or designee	Vice President or designee
10b. Temporary Salary Supplements for Assistant and Associate Department Head Appointments	SP 31.01 SR 31.01.01 UR 31.01.01.M4	Department Head	Dean
11. Merit Increases, Counter Offers, and Equity Adjustments Outside the Budget Cycle STAFF 11a. Merit Increases, Counter Offers, and Equity Adjustments Outside the Budget Cycle for Staff (Other than Non-Faculty Research Personnel)	SP 31.01 SR 31.01.01 UR 31.01.01.M2	Supervisor Department Head Dean Associate Vice President for Human Resource and Administrative Services or designee	Vice President
FACULTY 11b. Merit Increases, Counter Offers, and Equity Adjustments Outside the Budget Cycle for Faculty	SP 31.01 SR 31.01.01 UR 31.01.01.M2	Department Head Dean Associate Provost and Dean of Faculties	Executive Vice President
NON-FACULTY RESEARCH 11c. Merit Increases, Counter Offers and Equity Adjustments Outside the Budget Cycle for Non-Faculty Research Personnel	SP 31.01 SR 31.01.01 UR 31.01.01.M2	Supervisor Department Head Dean	Vice President for Research
GRADUATE ASSISTANTS 11d. Merit Increases and Equity Adjustments Outside the Budget Cycle for Graduate Assistants	SP 31.01 SR 31.01.01 UR 31.01.01.M2	Supervisor Department Head Dean	Associate Provost for Graduate & Professional Studies
12. Hiring Salary Adjustment 12a. Hiring salary adjustments after 6 months for Classified and Non-classified employees up to 10%	SP 31.01 SR 31.01.01 UR 31.01.01.M7	Supervisor	Department Head

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

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

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

Processes	Applicable Governance	Routing	Final Approver
28b. Foreign Travel: Paid from Non-State Funds (Canada and Mexico excluded from the provisions of the University Rule on this topic)	SR 21.01.03 UR 21.01.03.M1	Supervisor Department Head	Vice President or designee (Non-Academic Division) Dean or designee (Academic Division)
28c. Foreign Travel to Locations for which a Department of State Travel Advisory or Warning is in Effect	SR 21.01.03 UR 21.01.03.M1	Supervisor Department Head Assoc./Asst. Provost or Dean (Academic Division) Vice President	President or designee
29. Foreign Service Leave	SP 31.03 SR 31.03.04 SAP 31.03.04.M0.01	Supervisor Department Head Assoc./Asst. Provost or Dean (Academic Division) Vice President	President
30. Volunteer Firefighter Leave	SP 31.03 SR 31.03.03 SAP 31.03.03.M0.01	Supervisor	Department Head or designee
31. Service in Non-elective State Office	SP 07.01	Department Head Assoc./Asst. Provost or Dean (Academic Division) Vice President	President
32. Vacation Leave (Faculty positions require 12-month, vacation accruing appointments)	SP 31.03 SR 31.03.01	Supervisor	Department Head or designee
33. Jury Service (Duty)	SP 31.03 SR 31.03.03 SAP 31.03.03.M0.01	Supervisor	Department Head or designee
34. University Request for Employee Deferral from Military Service	SP 31.03 SR 31.03.06	Department Head Assoc./Asst. Provost or Dean (Academic Division) Vice President President	Chancellor
35. Military Training and Duty (National Guard, Reserves Duty)	SP 31.03 SR 31.03.06 SAP 31.03.03.M0.01	Supervisor	Department Head or designee
36. Leave of Absence for Employees with a disability	SP 31.03 SR 31.03.03 SAP 31.03.03.M0.01	Supervisor	Department Head or designee
Leave of Absence without Pay:			
STAFF			
37a. Leave of Absence without Pay (other than Sick Leave) for Staff (up to 30 days)	SP 31.03 SR 31.03.04 SAP 31.03.04.M0.01	Supervisor	Department Head or designee
37b. Leave of Absence without Pay (other than Sick Leave) for Staff (31 days to one year)	SP 31.03 SR 31.03.04 SAP 31.03.04.M0.01	Supervisor Department Head	Vice President or designee

Processes	Applicable Governance	Routing	Final Approver
FACULTY 37c. Leave of Absence without Pay (other than Sick Leave) for Faculty (up to one year)	SP 31.03 SR 31.03.04 SAP 31.03.04.M0.01	Department Head Dean Associate Provost & Dean of Faculties	Executive Vice President
37d. Leave of Absence without Pay (other than Sick Leave) for Faculty and Staff after one year	SP 31.03 SR 31.03.04 SAP 31.03.04.M0.01	Department Head Dean Associate Provost & Dean of Faculties Executive Vice President	President
Performance Evaluations:			
STAFF 38a. Non-faculty Employees	SR 33.99.03 UR 33.99.03.M1 UR 12.01.99.M2	Supervisor	Department Head
FACULTY 38b1. Faculty	UR 12.01.99.M2		Department Head
38b2. Post Tenure Review	UR 12.01.99.M2	Department Head	Dean
38b3. Endowed Position Holders	UR 12.01.99.M2 SAP 12.01.99.M2.01	Department Head	Dean
Other:			
39. Nepotism: Direct or Indirect Supervision of Relations (authority over salary or terms and conditions of employment)	SP 33.03	Supervisor Department Head Assoc./Asst. Provost or Dean (Academic Division) Associate Vice President for Human Resource and Administrative Services or designee Vice President	President
40. Employees Registering as Students	SR 31.99.01 SAP 31.99.01.M0.01	Supervisor	Department Head
41. Personnel Employed on contracts with Texas A&M Research Foundation: Exceptions		Department Head Assoc./Asst. Provost or Dean (Academic Division) Vice President	President
42. Outside Employment/Consulting 42a. Outside Employment/ Consulting for Staff	SP 31.05 SR 31.05.02 SP 31.05 SR 31.05.01	Supervisor	Department Head
42b. Outside Employment/ Consulting for Faculty	SP 31.05 SR 31.05.02 SP 31.05 SR 31.05.01	Department Head	Dean
43. Flexible Work Schedule	SP 33.06 SR 33.06.01 SAP 33.06.01.M0.03	Supervisor	Department Head

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

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