

31.99.99.M2 President's Delegation of Authority for Human Resource Administration Matrix

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

* Included in the current authority column are the Policies, Regulations, and Rules that are applicable to each process (SP-System Policy, SR-System Regulation, UR-University Rule, SAP-Standard Administrative Procedure).

* For departments reporting directly to the President, action requiring approval of a Vice President should be routed to the Executive Vice President and Provost.

* Vice Presidents or deans may delegate duties related to the administrative operation of their offices consistent with delegations provided to department heads.

1. Indicates that authority may be further delegated

PROCESSES	CURRENT AUTHORITY	ROUTING	AUTHORITY
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.M1	(by memorandum) <i>Supervisor</i>	<i>Department Head (hiring and home departments)</i>
2a. Additional Compensation to Staff Members for Extension Center Teaching and Continuous Education Teaching 2b. Additional Compensation to Faculty Members for Extension Center Teaching and Continuous Education Teaching For approval of other Faculty appointments in excess of Budgeted 100% assignment see Section 7.2 of the Contracts Delegation of Authority	SP 31.01 SR 31.01.01 UR 31.01.01.M1	(by memorandum) <i>Supervisor</i> (by memorandum) <i>Department Head (hiring and home departments)</i>	<i>Department Head (hiring and home departments)</i> <i>Dean or designee < \$15,000 annually</i> <i>Dean of Faculties > \$15,000 annually</i>

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.M1	<i>Supervisor</i>	<i>Department Head (both hiring and home departments)</i>
4. Increased salary rates for New Hires up to 10% above minimum rate 4a. Classified Personnel - up to 10% above minimum rate 4b. Non-Classified Personnel - up to 10% above approved or currently budgeted rate	SR 31.01.01 UR 31.01.01.M7	<i>Supervisor</i> <i>Supervisor</i> <i>Department Head</i> <i>Assoc./Asst. Provost or Dean (Academic Division)</i>	<i>Department Head</i> <i>Vice President or designee</i>
5. Increased salary rates for New Classified Personnel more than 10% above minimum rate, or New Non-classified Personnel more than 10%-above the approved or currently budgeted rate.	SR 31.01.01 UR 31.01.01.M7	<i>Supervisor</i> <i>Department Head</i> <i>Assoc./Asst. Provost or Dean</i> <i>(Academic Division)</i>	<i>Vice President or designee</i>
6. FLSA: Compensatory Time for Exempt Employees (Holiday)	SP 31.01 SR 31.01.02	<i>Supervisor</i>	<i>Department Head</i>
7. Creation/Reclassification of Classified Positions	SP 31.01 SR 31.01.01 UR 31.01.99.M2	<i>Supervisor</i> <i>Department Head</i> <i>Human Resources</i> <i>Director or designee</i>	<i>Assoc./Asst. Provost or Dean (Academic Division)</i> <i>Department Head (Non-Academic Division)</i>
8a. Creation/Re-titling of Non-classified Non-faculty Positions and Related Career Ladders 8b. Creation/Retitling of Non-classified Research Positions and Related Career Ladders	SP 31.01 SR 31.01.01 UR 31.01.99.M2	<i>Supervisor</i> <i>Department Head</i> <i>Human Resources</i> <i>Director or designee</i> <i>Supervisor</i> <i>Department Head</i> <i>Assoc./Asst. Provost or Dean (Academic Division)</i>	<i>Assoc./Asst. Provost or Dean (Academic Division)</i> <i>Department Head (Non-Academic Division)</i> <i>Vice President for Research</i>
9. Promotions up to 10% 9a. Classified Personnel - up to 10% in addition to	SR 31.01.01		

<p>either the minimum rate amount or an increase up to 10% over the employee's current salary rate, whichever is higher (see section 6.2.1.1)</p> <p>9b. Non-classified Personnel - up to 10% above the current budgeted rate</p>	<p>UR 31.01.01.M7</p>	<p><i>Supervisor</i></p> <p><i>Supervisor</i> <i>Department Head</i> <i>Assoc./Asst. Provost or Dean</i> <i>(Academic Division)</i></p>	<p><i>Department Head</i></p> <p><i>Vice President or designee</i></p>
<p>10. Promotion of Classified Personnel more than 10% above minimum rate or Non-classified Personnel above the approved or currently budgeted rate</p>	<p>SR 33.99.04 UR 31.01.01.M7</p>	<p><i>Supervisor</i> <i>Department Head</i> <i>Assoc./Asst. Provost or Dean</i> <i>(Academic Division)</i></p>	<p><i>Vice President</i></p>
<p>11. Pay Plan Amendments and Classified Career Ladders</p> <p><i>11a. <u>Campus Wide Pay Plan Amendments and Classified Career Ladders</u></i></p> <p><i>11b. Pay Plan Amendments and Classified Career Ladders <u>Affecting One Division</u></i></p>	<p>SR 33.99.01 UR 31.01.01.M7</p>	<p><i>Department Head</i> <i>Assoc./Asst. Provost or Dean</i> <i>(Academic Division)</i> <i>Human Resources Director</i> <i>or designee</i> <i>Vice President</i></p> <p><i>Department Head</i> <i>Assoc./Asst. Provost or Dean</i> <i>(Academic Division)</i> <i>Human Resources Director</i> <i>or designee</i></p>	<p><i>Executive Vice President and Provost</i></p> <p><i>Vice President</i></p>

<p>12a. Temporary Salary Increases Faculty and Staff</p> <p>12a1. Faculty (Routing chart will not include Human Resources)</p> <p>12a2. Staff</p> <p>12b. Temporary Salary Supplements for Assistant and Associate Department Head Appointments</p>	<p>SP 31.01 SR 31.01.01 UR 31.01.01.M4</p>	<p><i>Supervisor</i> <i>Department Head</i> <i>Assoc./Asst. Provost or Dean</i> <i>(Academic Division)</i> <i>Human Resources Director or designee (staff only)</i></p> <p><i>Department Head</i></p>	<p><i>Vice President or designee</i></p> <p><i>Dean</i></p>
<p>13. Merit Increases, Counter Offers, and Equity Adjustments Outside the Budget Cycle</p> <p>13a. Merit Increases, Counter Offers, and Equity Adjustments Outside the Budget Cycle for Staff (Other than Non-Faculty Research Personnel)</p> <p>13b. Merit Increases, Counter Offers, and Equity Adjustments Outside the Budget Cycle for Faculty</p> <p>13c. Merit Increases, Counter Offers and Equity Adjustments Outside the Budget Cycle for Non-Faculty Research Personnel</p> <p>13d. Merit Increases and Equity Adjustments Outside the Budget Cycle for Graduate Assistants</p>	<p>SP 31.01 SR 31.01.01 UR 31.01.01.M2</p>	<p><i>Supervisor</i> <i>Department Head</i> <i>Dean</i> <i>Human Resources Director or designee</i></p> <p><i>Department Head</i> <i>Dean</i> <i>Associate Provost and Dean of Faculties</i></p> <p><i>Supervisor</i> <i>Department Head</i> <i>Dean</i> <i>Human Resources Director or designee</i></p> <p><i>Supervisor</i> <i>Department Head</i> <i>Dean</i></p>	<p><i>Vice President</i></p> <p><i>Executive Vice President and Provost</i></p> <p><i>Vice President for Research</i></p> <p><i>Dean of Graduate Studies</i></p>

<p>14. Hiring Salary Adjustment</p> <p>14a. Hiring salary adjustments after 6 months for classified and non-classified employees up to 10%</p> <p>14b. Hiring salary adjustments after 6 months for Classified and Non-classified employees above 10%</p>	<p>UR 31.01.01.M7</p>	<p><i>Supervisor</i></p> <p><i>Supervisor Department Head Assoc./Asst. Provost or Dean</i></p>	<p><i>Department Head</i></p> <p><i>Vice President</i></p>
<u>Employee Relations (Discipline and Dismissal):</u>			
<p>15. Written Reprimands</p> <p>15a. Written Reprimand for Staff</p> <p>15b. Written Reprimand for Faculty</p>	<p>SP 32.02 SR 32.02.02 UR 32.02.02.M1</p>	<p><i>Supervisor</i></p>	<p><i>Department Head or designee</i></p> <p><i>Department Head</i></p>
<p>16a. Extended Suspension with Pay (Investigation) for Staff</p> <p>16b. Extended Suspension with Pay (Investigation) for Faculty</p>	<p>SP 32.02 SR 32.02.02 UR 32.02.02.M2 Must state that the President has delegated to VP (must be in writing)</p> <p>SP 12.02 UR 12.01.99.M2</p>	<p><i>Supervisor Department Head Human Resources Director or designee Assoc./Asst. Dean (academic areas) Vice President Executive Vice President and Provost (when requests exceed 30 working days)</i></p> <p><i>Department Head Dean Associate Provost and Dean of Faculties Executive Vice President and Provost</i></p>	<p><i>Department Head (up to five working days) Vice President (up to 30 working days) President (beyond 30 working days)</i></p> <p><i>Executive Vice President and Provost (up to 30 days) President (beyond 30 days)</i></p>

17a.Suspension without Pay (Discipline) for Staff	SP 32.02 SR 32.02.02 UR 32.02.02.M1	<i>Supervisor Department Head Human Resources Director or designee</i>	<i>Assoc./Asst. Provost or Dean (Academic Division) Department Head - (Non- Academic Division)</i>
17b.Suspension with/without Pay (Discipline) for Faculty		<i>Department Head Dean Associate Provost and Dean of Faculties</i>	<i>Executive Vice President and Provost</i>
18a.Reassignment, Demotion, and/or Salary Reduction for Disciplinary Reason for Staff	SP 32.02 SR 32.02.02 UR 32.02.02.M1	<i>Supervisor Department Head Human Resources Director or designee</i>	<i>Assoc./Asst. Provost or Dean (Academic Division) Department Head - (Non- Academic Division)</i>
18b.Reassignment, Demotion, and/or Salary Reduction for Disciplinary Reason for Faculty	UR 12.01.99.M2	<i>Department Head Dean Associate Provost and Dean of Faculties</i>	<i>Executive Vice President and Provost</i>
19a. Dismissal/Termination for Staff	SP 32.02 SR 32.02.02 UR 32.02.02.M1	<i>Supervisor Department Head Human Resources Director or designee</i>	<i>Assoc./Asst. Provost or Dean (Academic Division) Department Head - (Non- Academic Division)</i>
19b.Dismissal/Termination for Faculty	UR 12.01.99.M2	<i>Department Head Dean Associate Provost and Dean of Faculties</i>	<i>Executive Vice President and Provost</i>
20. Non-Faculty Reduction in Force	SR 33.99.15	<i>Department Head Assoc./Asst. Provost or Dean (Academic Division) Human Resources Director or designee</i>	<i>Vice President</i>
<u>Probation:</u>			
21a. Dismissal During the Probationary Period for Staff	SP 32.02 SR 32.02.02 SR 33.99.02 UR 33.99.02.M2	<i>Supervisor</i>	<i>Department Head</i>
21b.Dismissal During the Probationary Period for Faculty	UR 12.01.99.M2		<i>Department Head</i>

<u>Temporary Reduction in Work Force:</u>			
22. Less than 30 Days	SR 33.99.15 UR 33.99.15.M2	<i>Department Head</i>	<i>Human Resources Director or designee</i>
23. Over 30 Days	SR 33.99.15 UR 33.99.15.M2	<i>Department Head Assoc./Asst. Provost or Dean (Academic Division) Human Resources Director or designee</i>	<i>Vice President</i>
<u>Leave:</u>			
24. Approval to Attend Conferences and Professional Meetings	SP 31.03 UR 31.03.03.M1	<i>Supervisor</i>	<i>Department Head 1</i>
25. Sick Leave With Pay	SP 31.03 SR 31.03.02 UR 31.03.02.M1	<i>Supervisor</i>	<i>Department Head 1</i>
26. Sick Leave Without Pay	SP 31.03 SR 31.03.02 UR 31.03.02.M1	<i>Supervisor</i>	<i>Department Head</i>
27. Sick Leave Pool	SP 31.06 SR 31.06.01 UR 31.03.02.M1	<i>Supervisor Department Head</i>	<i>Human Resources Director or designee</i>
28. 28a. Emergency Leave of Absence – for Death in Family: Up to 5 days	SP 31.03 SR 31.03.03 UR 31.03.03.M1	<i>Supervisor</i>	<i>Department Head 1</i>
28b. Emergency Leave of Absence – for Death in Family beyond 5 days	SP 31.03 SR 31.03.03 UR 31.03.03.M1	<i>Supervisor Department Head Assoc./Asst. Provost or Dean (Academic Division)</i>	<i>Vice President or designee</i>

<p>29. Emergency Leave of Absence for Other Circumstances (Delegation for specified circumstances is pending)</p>	<p>SP 31.03 SR 31.03.03 UR 31.03.03.M1 Revisions to Section 2 addresses other circumstances for emergency leave.</p>	<p><i>Supervisor</i> <i>Department Head</i> <i>Assoc./Asst. Provost or Dean</i> <i>(Academic Division)</i> <i>Appropriate Vice President</i></p>	<p><i>President</i></p>
<p>30. University Closure due to Unsafe Working or Travel Conditions</p>	<p>SP 31.03 UR 31.03.03.M1</p>		<p><i>Vice President for Facilities</i></p>
<p>31a. Foreign Travel: Paid from State Funds (Canada and Mexico excluded from the provisions of the University Rule on this topic)</p> <p>31b. Foreign Travel: Paid from Non-State Funds (Canada and Mexico excluded from the provisions of the University Rule on this topic)</p> <p>31c. Foreign Travel to Locations for which a Travel Advisory or Warning is in Effect</p>	<p>SR 25.02.01 UR 25.02.01.M1</p>	<p><i>Supervisor</i> <i>Department Head</i> <i>Assoc./Asst. Provost or Dean</i> <i>(Academic Division)</i></p> <p><i>Supervisor</i> <i>Department Head</i></p> <p><i>Supervisor</i> <i>Department Head</i> <i>Assoc./Asst. Provost or Dean</i> <i>(Academic Division)</i> <i>Vice President</i> <i>Executive Vice President and Provost</i></p>	<p><i>Executive Vice President and Provost</i></p> <p><i>Vice President or designee</i> <i>(Non-Academic Division)</i> <i>Dean or designee (Academic Division)</i></p> <p><i>President</i></p>
<p>32. Foreign Service Leave</p>	<p>SP 31.03 SR 31.03.04 UR 31.03.04.M1</p>	<p><i>Supervisor</i> <i>Department Head</i> <i>Assoc./Asst. Provost or Dean</i> <i>(Academic Division)</i></p>	<p><i>President</i></p>
<p>33. Volunteer Firefighter Leave</p>	<p>SP 31.03 UR 31.03.03.M1</p>	<p><i>Supervisor</i></p>	<p><i>Department Head 1</i></p>

34. Service in Non-elective State Office	SP 07.01 UR 07.01.99.M3	<i>Department Head</i> <i>Assoc./Asst. Provost or</i> <i>Dean</i> <i>(Academic Division)</i> <i>Vice President</i> <i>Executive Vice President</i> <i>and Provost</i>	<i>President</i>
35. Vacation Leave (Faculty positions require 12-month appointments)	SP 31.03 SR 31.03.01	<i>Supervisor</i>	<i>Department Head 1</i>
36. Jury Service (Duty)	SP 31.03 UR 31.03.03.M1	<i>Supervisor</i>	<i>Department Head 1</i>
37. University Request for Employee Deferral from Military Service	SP 31.03 UR 31.03.99.M4	<i>Department Head</i> <i>Assoc./Asst. Provost or</i> <i>Dean</i> <i>(Academic Division)</i> <i>Vice President</i> <i>Executive Vice President</i> <i>and Provost</i> <i>President</i>	<i>Chancellor</i>
38. Military Training and Duty (National Guard, Reserves Duty)	SP 31.03 UR 31.03.03.M1 UR 31.03.99.M4	<i>Supervisor</i>	<i>Department Head 1</i>
39. Leave of Absence for Employees who are Blind	SP 31.03 UR 31.03.03.M1	<i>Supervisor</i>	<i>Department Head 1</i>
<u>Leave of Absence without Pay:</u>			
40a. Leave of Absence Without Pay (other than Sick Leave) for Staff (up to one year)	SR 31.03 SR 31.03.04	<i>Supervisor</i> <i>Department Head</i>	<i>Vice President or designee</i>

<p>40b. Leave of Absence Without Pay (other than Sick Leave) for Faculty (up to one year)</p> <p>40c. Leave of Absence Without Pay (other than Sick Leave) for Faculty and Staff after one year</p>	<p>UR 31.03.04.M1</p>	<p><i>Department Head</i> <i>Dean of Faculties</i></p> <p><i>Supervisor</i> <i>Department Head</i> <i>Dean (Academic Unit)</i> <i>Dean of Faculties (Academic Unit)</i> <i>Vice President</i></p>	<p><i>Executive Vice President and Provost or designee</i></p> <p><i>President</i> <i>Executive Vice President and Provost, or designee</i></p>
<p><u>Performance Evaluations:</u></p>			
<p>41a. Non-faculty Employees</p> <p>41b1. Faculty</p> <p>41b2. Post-Tenure Review</p> <p>41b3. Chair Holders</p>	<p>SR 33.99.03</p> <p>UR 12.01.99.M2</p>	<p><i>Supervisor</i></p> <p>--</p> <p><i>Department Head</i></p> <p><i>Department Head</i></p>	<p><i>Department Head</i></p> <p><i>Department Head</i></p> <p><i>Dean</i></p> <p><i>Dean</i></p>
<p><u>Other:</u></p>			
<p>42. Nepotism: Direct or Indirect Supervision of Relations (authority over salary or terms and conditions of employment)</p>	<p>SP 33.03</p>	<p><i>Supervisor</i> <i>Department Head</i> <i>Assoc./Asst. Provost or Dean</i> <i>(Academic Division)</i> <i>Human Resources Director or designee</i> <i>Vice President</i> <i>Executive Vice President and Provost</i></p>	<p><i>President</i></p>
<p>43. Employees Registering as Students</p>	<p>UR 31.03.03.M1</p>	<p><i>Supervisor</i></p>	<p><i>Department Head</i></p>
<p>44. Personnel Employed on Contracts with Texas A&M</p>	<p>SR 33.99.10</p>	<p><i>Department Head</i></p>	<p><i>President</i></p>

Research Foundation: Exceptions		<i>Assoc./Asst. Provost or Dean (Academic Division) Vice President Executive Vice President and Provost</i>	
45a. Outside Employment/Consulting (Non-Faculty) for Staff	SP 31.05 SR 31.05.02 SR 31.05.01	<i>Supervisor</i>	<i>Department Head</i>
45b. Outside Employment/Consulting for Faculty		<i>Department Head</i>	<i>Dean</i>
46. Flexible Work Schedule	SP 33.06 UR 33.06.01.M1	<i>Supervisor</i>	<i>Department Head</i>
47a. Approval of Alternate Work Location	SAP 33.06.01.M0.01	<i>Supervisor Department Head Dean or Assistant Associate Provost (Academic Units)</i>	<i>Appropriate Vice President</i>
47b. Modification of previously approved Alternate Work Location		<i>Supervisor (Copy to Department Head)</i>	
47c. Termination of Alternate Work Location		<i>Supervisor Next level Supervisor or Department Head</i>	