

Shawnee State University

POLICY TITLE:	PRESIDENT'S AUTHORITY TO APPOINT PERSONNEL & MANAGE POSITIONS
POLICY NO. :	5.16REV
ADMIN CODE:	3362-5-17
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	6/23/2023
NEXT REVIEW DATE:	6/2026
RESPONSIBLE OFFICER:	PRESIDENT
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE

The Board of Trustees delegates to the President of the University authority to manage positions within the approved budget, and as set forth by this policy, appoint and terminate University personnel and establish compensation in conformance with other Board of Trustee policies and directives and the laws of the State of Ohio.

2.0 POSITION AUTHORIZATION

- 2.1 The Board of Trustees authorizes the President to determine the appropriate numbers of executives (vice president, general counsel, associate provost, and dean positions), senior level administrators (director positions), other administrators, faculty, and support staff that are necessary to effectively manage the University.
- 2.2 The President will provide the Board of Trustees with proposed numbers of needed positions for each above employment category for budgetary approval on an annual basis.
- 2.3 The President or designee has the authority to determine faculty positions as tenure-track or non-tenure track.
- 2.4 The President is authorized to create all other categories of positions in accordance with established procedures.

3.0 PERSONNEL ACTIONS

- 3.1 Board of Trustees approval is required for executive appointments to the positions of vice president, general counsel, associate provost, and dean. All other executive appointments shall be made by the president. Board of Trustees approval is required for the award of tenure for faculty.
- 3.2 The President, with advance notice to and written approval from the Chair of the Board of Trustees, has the authority to demote or terminate an executive and appoint an interim replacement pending a search for a successor to the position.

- 3.3 The President is given authority to employ, appoint, promote, and discipline (up to and including termination) all other categories of employees, including faculty.
- 3.4 The President or designee is the appointing authority for classified employees.
- 3.5 The President may delegate the authority to extend offers of employment for approved positions. The President also may delegate authority to perform any of the functions discussed in section 3.3, above, in accordance with Board of Trustees policies or applicable collective bargaining agreements.

4.0 PROCEDURES

The President may establish procedures to effectively administer this policy, including the delegation of personnel-related functions.

History

Effective: 10/13/2006

Revised: 06/23/2023; 02/10/2023; 12/16/2016; 11/18/2011

Applicable Procedure: [5.16:1 Delegation of Appointing Authority Roles](#)