

PROCEDURE TITLE:	DELEGATION OF APPOINTING AUTHORITY ROLES
PROCEDURE NO.:	5.16:1
RELATED POLICY:	5.16
PAGE NO.:	1 OF 2
RESPONSIBLE ADMINISTRATOR:	VPFA
EFFECTIVE DATE:	2/10/2023
NEXT REVIEW DATE:	02/2026
APPROVED BY:	PRESIDENT

## 1.0 PURPOSE

In Ohio Revised Code section 3362.03, the Ohio General Assembly authorized the Board of Trustees to “employ, fix the compensation of, and remove the president and such number of professors, teachers, and other employees, as may be deemed necessary.” In Policy 5.16, the Board delegated to the President the authority to appoint, promote, demote, and discipline personnel, and to manage positions within the approved budget. The purpose of this procedure is to sub-delegate from the President to other officials the authority to appoint, promote, discipline, and take other employment actions with respect to University officials and employees as described.

## 2.0 DELEGATION OF APPOINTING AUTHORITY FUNCTIONS

### 2.1 The President delegates to the Provost:

- 2.1.1 The authority to appoint individuals to tenure-track and non-tenure track faculty positions, and the authority to determine whether a faculty position will be tenure track or not.
- 2.1.2 The authority to appoint administrative and classified employees within the Provost’s division to defined contract period appointments and continuous contract appointments.
- 2.1.3 The authority to promote, demote, terminate, suspend, and impose other discipline on employees within the Provost’s division, and to determine that the contract of any employee within the Provost’s division will not be renewed.

### 2.2 The President delegates to Vice Presidents other than the Provost:

- 2.2.1 The authority to appoint administrative and classified employees within the Vice President’s division to defined contract period appointments and continuous contract appointments.
- 2.2.2 The authority to promote, demote, terminate, suspend, and impose other discipline on employees within the Vice President’s division, and to determine that the contract of any employee within the Vice President’s division will not be renewed.

- 2.3 The President delegates to the Vice President for Finance and Administration the authority to appoint, promote, demote, terminate, suspend, and impose other discipline on employees within the Department of Public Safety.
- 2.4 The President delegates to the Director of Human Resources or equivalent position, or the designee of such person:
- 2.4.1 The authority to accept the resignation of any employee of the University upon consultation with and approval from the Vice President of the division in which the employee is employed, or with/from the President.
- 2.4.2 The authority to impose a layoff, job abolishment, or furlough on an employee other than a faculty member, upon receipt of direction to do so from the President or from the Vice President of the division in which the employee is employed.
- 2.5 The President delegates to University officials who report directly to the President and not to or through a Vice President (e.g., General Counsel, Chief Diversity Officer) (“direct reports”) the authority to appoint employees whom they will supervise that are within the offices that do not fall within a Vice President’s division. Appointments by such direct reports will be preceded by consultation with and approval from the President. The President further delegates to these direct reports the authority to promote, demote, terminate, suspend, and impose other discipline upon such employees whom they will supervise.
- 2.6 The President delegates to Deans of academic colleges the authority to impose a layoff, job abolishment, or furlough on any faculty member within that Dean’s college, upon receipt of direction to do so from the Provost.

### 3.0 PRESIDENT’S RESERVATION OF RIGHT TO CARRY OUT DELEGATED POWERS

Irrespective of the authority sub-delegated to other officials in sections 2.1 through 2.6, above, the President retains the authority to perform any of the actions described therein.

### 4.0 INAPPLICABILITY TO CONFLICTING LANGUAGE IN COLLECTIVE BARGAINING AGREEMENT

To the extent that any authority described in this procedure directly conflicts with language in a collective bargaining agreement (CBA), the CBA language shall supersede this procedure with respect to employees who are subject to the CBA.

#### History

Effective: 02/10/2023