

**THE TEXAS A&M UNIVERSITY SYSTEM  
HEALTH SCIENCE CENTER INTERNAL POLICIES**

**31.99.99.Z1.01 President's Delegation of Authority  
for Human Resource Administration**

*Approved November 3, 1999*

*Revised April 20, 2005*

*Revised March 10, 2010*

**Processes**

*Included in the Resources column are the System Policies (SP), System Regulations (SR), and HSC Rules that are applicable to each process. The Routing column lists people who will be notified of the proposed action. Final authority denotes the person whose signature is required for approval of the action.*

*Note 1: Vice Presidents or the component Business Officer may be substituted for Departmental Chair where required.*

*Note 2: Appropriate Vice President refers to the Vice President for Academic Affairs for faculty personnel actions; and the Vice President for Finance and Administration for staff personnel actions, unless otherwise noted.*

**1. Compensation**

<i>Process</i>	<i>Resources</i>	<i>Routing</i>	<i>Final Authority</i>
1.1 Additional compensation to Faculty/Staff Members for Teaching after Regular Work Hours	SP 31.01 SR 31.01.01	Supervisor Department Chair	VP/Dean/IBT Director (\$15,000 or less annually) VP for Academic Affairs (greater than \$15,000 annually)
1.2 Additional Compensation to Faculty/Staff Members for Continuing Education Teaching	SP 31.01 SR 31.01.01	Supervisor Department Chair (both hiring and home departments)	VP/Dean/IBT Director (\$15,000 or less annually) VP for Academic Affairs (greater than \$15,000 annually)
1.3 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	Supervisor HSC HR Officer	Department Chair (\$5,000 or less annually) VP/Dean/IBT Director (more than \$5,000 annually)
1.4 Employment of Classified and Nonclassified Employees up to the approved or currently budgeted rate.	SR 33.99.01	Supervisor HSC HR Officer	Department Chair
1.5 Employment of Classified and Nonclassified Employees above the approved or currently budgeted rate.	SR33.99.01	Supervisor Department chair VP/Dean/IBT Director (if over \$10,000) HSC HR Officer	VP/Dean/IBT Director (\$10,000 or less annually) VP for Finance & Administration (more than \$10,000 annually)

1.6 FLSA: Compensatory Time for Exempt Employees Holiday or Other Circumstances	SP 31.01 SR 31.01.02	Supervisor	Department Chair
1.7 Creation of Classified and Nonclassified Positions	SP 31.01 SR 31.01.01	Supervisor Department Chair HSC HR Officer VP/Dean/IBT Director	VP For Finance & Administration (or designee)
1.8a Creation of Nonclassified Nonfaculty Career Ladders	SP 31.01 SR 31.01.01	Supervisor Department Chair VP/Dean/IBT Director HSC HR Officer	VP for Finance & Administration (or designee)
1.8b Creation of Nonclassified Research Positions with Form 5G and Related Career Ladders	SP 310.1 SR 31.01.01	Supervisor Department Chair VP/Dean/IBT Director	VP for Research (or designee)
1.9 Promotion or Retitling of Classified and Nonclassified Employees up to the currently approved or budgeted rate.	SR 33.99.04	Supervisor Department Chair HSC HR Officer	VP/Dean/IBT Director
1.10 Promotion or Retitling of Classified and Nonclassified Employees above the approved or currently budgeted rate.	SR 33.99.04	Supervisor Department Chair VP/Dean/IBT Director HSC HR Officer	VP/Dean/IBT Director (\$5,000 or less annually) VP for Finance & Administration (more than \$5,000 annually)
1.11 Pay Plan Amendment and Classified Career Ladders	SR 33.99.01	HSC HR Officer	VP for Finance & Administration
1.12 Temporary Salary Increases for Faculty and Staff (stipends)	None	Supervisor Department Chair VP/Dean/IBT Director HSC HR Officer (non-faculty)	VP/Dean/IBT Director (\$10,000 or less annually, total stipends) VP for Academic Affairs (faculty) VP Finance & Administration (staff) (between \$10,000 and \$20,000 annually, total stipends) President (over \$20,000 annually, total stipends)

1.13a Merit Actions-Outside the Budget cycle for Faculty and Staff	SP 31.01 SR 31.01.01 HSC 31.01.08.Z2 HSC 31.01.08.Z1	Supervisor Department Chair VP/Dean/IBT Director HSC HR Officer (for staff) VP for Academic Affairs (for faculty)	VP For Finance & Administration (\$7,500 or less annually)  President (over \$7,500 annually)
1.13b Hiring salary adjustment after six months (up to and including 10%)		Supervisor Department Chair	VP/Dean/IBT Director
1.13c Hiring salary adjustment after six months (over 10%)		Supervisor Department Chair VP/Dean/IBT Director	VP for Academic Affairs (faculty) VP for Finance & Administration (staff)
1.13d Equity Adjustments and Counter Offers		Department Chair VP/Dean/IBT Director HSC HR Officer (staff)	VP For Academic Affairs (faculty) VP for Finance & Administration (staff)

## **2. Employee Relations**

<b><i>Process</i></b>	<b><i>Resources</i></b>	<b><i>Routing</i></b>	<b><i>Final Authority</i></b>
2.1a Written Reprimand for Staff	SP 32.02 SR 32.02.02	Supervisor	Department Chair
2.1b Written Reprimand for Faculty	SR 32.02.01 HSC 32.01.01.Z1	Supervisor Department Chair	VP/Dean/IBT Director
2.2a Suspension, Extended Suspension with Pay (Investigation) for Staff	SP 32.02 SR 32.02.02	Supervisor Department Chair VP/Dean/IBT Director HSC HR Officer (or designee)	President or designee (30 business days or less)  President (greater than 30 business days)
2.2b Suspension, Extended Suspension with Pay (Investigation) for Faculty	SP 12.01	Department Chair VP/Dean/IBT Director VP for Academic Affairs	President
2.3a Suspension without Pay (Discipline) for Staff	SP 32.02 SP 32.02.02	Supervisor Department Chair VP/Dean/IBT Director HSC HR Officer Office of General Counsel	VP for Finance & Administration

2.3b Suspension with/without Pay (Discipline) for Faculty	SP 12.01	Department Chair VP/Dean/IBT Director	VP for Academic Affairs
2.4a Reassignment, Transfer, Demotion, and/or Salary Reduction for Disciplinary Reason for Staff	SP 32.02 SR 32.02.02	Supervisor Department Chair VP/Dean/Director HSC HR Officer Office of General Counsel	VP for Finance and Administration
2.4b Reassignment, Demotion, and/or Salary Reduction for Disciplinary Reason for Faculty	SP 12.01	Department Chair Dean/IBT Director	VP for Academic Affairs
2.5a Dismissal /Termination for Staff	SP 32.02 SR 32.02.02	Supervisor Department Chair HSC HR Officer Office of General Counsel	VP/Dean/IBT Director
2.5b Dismissal/Termination for Faculty	SP 12.01 HSC Rule 12.01.99.Z1.03	Department Chair VP/Dean/IBT Director VP For Academic Affairs	President (with Chancellor's approval)
2.6 Non-Faculty Reduction in Force	SR 33.99.15	Department Chair VP/Dean/IBT Director HSC HR Officer (or designed) Office of General Counsel VP for Finance & Administration	President (or designee, VP for Finance and Administration)

### 3. Leave

<i>Process</i>	<i>Resources</i>	<i>Routing</i>	<i>Final Authority</i>
3.1 Approval to Attend Conferences and Professional Meetings	SP 31.03	Employee Supervisor	Department Chair
3.2 Sick Leave with Pay	SP 31.03 SR 31.03.02	Employee Supervisor	Department Chair
3.3 Sick Leave without Pay	SP 31.03 SP 31.0302	Employee Supervisor	Department Chair

3.4 Sick Leave Pool	SP 31.06 SR 31.06.01	Employee Department Chair HSC HR Officer	Sick Leave Pool Administrator
3.5a Emergency Leave of Absence – Death in Family: Up to 5 days	SR 31.03 SP 31.03.03	Employee Supervisor	Department Chair
3.5b Emergency Leave of Absence – Death in Family: Beyond 5 days	SP 31.03 SR 31.03.03	Employee Supervisor Department Chair HSC HR Officer	VP/Dean/IBT Director
3.6 Emergency Leave of Absence – Other Circumstances	SP 31.03 SR 31.03.03	Employee Supervisor Department Chair HSC HR Officer	VP for Finance and Administration and President
3.7 Declaration of HSC Emergency Leave of Absence (Unsafe Working or Travel Conditions)	SP 31.03	VP/Dean/IBT Director HSC HR Officer	President or Designee
3.8 Foreign Service Leave (without pay)	SP 31.03	Supervisor Department Chair VP/Dean/IBT Director	President
3.9 Volunteer Firefighter Leave	SP 31.03	Employee Supervisor	Department Chair
3.10 Service in Non-elective State Office	SP 07.01	Department Chair VP/Dean/IBT Director Appropriate VP	President
3.11 Vacation Leave (Faculty positions require 12 month appointments)	SP 31.03 SR 31.03.01	Employee	Supervisor
3.12 Jury Duty	SP 31.03	Employee Supervisor	Department Chair (oversight only)
3.13 HSC Request for Employee Deferral from Military Service	SP 31.03	Department Chair VP/Dean/IBT Director Appropriate VP President	Chancellor
3.14 Leave for Military Training and Duty (National Guard, Reserves Duty)	SP 31.03	Employee Supervisor	VP/Dean/IBT Director

3.15 Leave of Absence for Disabled Employees to Attend Training for Use of Service Dog	SP 31.03.03	Employee Supervisor	Department Chair
3.16 Administrative Leave (bonus or reward for outstanding performance)	SR 31.03.03	Department Chair VP/Dean/IBT Director	Appropriate VP

#### 4. Leave of Absence without Pay

<i>Process</i>	<i>Resources</i>	<i>Routing</i>	<i>Final Authority</i>
4.1 Leave of Absence without Pay (other than Sick Leave) for Staff	SR 31.03 SR 31.03.04	Supervisor HSC HR Officer Department Chair	Department Chair (80 hours or less) VP/Dean/IBT Director (over 80 hours)
4.2 Leave of Absence without Pay (other than Sick Leave) for Faculty	SR 31.03.04	Department Chair VP/Dean/IBT Director	VP/Dean/IBT Director (80 hours or less) VP for Academic Affairs (over 80 hours)

#### 5. Performance Evaluations

<i>Process</i>	<i>Resources</i>	<i>Routing</i>	<i>Final Authority</i>
5.1a Non-faculty Employees	SR 33.99.03	Supervisor	Department Chair
5.1b Faculty	SP 12.01		
Review of Department Chairs	SP 12.06	VP/Dean/IBT Director	VP/Dean/IBT Director
Review of Vice Presidents, Deans and the IBT Director	HSC Rule 12.01.99.Z1	President	President
Annual Review of Faculty		Department Chair	VP/Dean/IBT Director
Review of Chair Holders		Department Chair	VP/Dean/IBT Director
Post-Tenure Review of Faculty		Department Chair Appt. Promotion & Tenure Committee	VP/Dean/IBT Director

#### 6. Other

<i>Process</i>	<i>Resources</i>	<i>Routing</i>	<i>Final Authority</i>
6.1 Compliance with System Nepotism Policy Regarding Direct or Indirect Supervision of Relations; Authority over salary or terms and Conditions of Employment	SP 33.03	Supervisor Department Chair VP/Dean/IBT Director HSC HR Officer (or designee) Appropriate VP	VP for Finance & Administration

6.2 Employees Registering as Students	SR 31.99.01 HSC 31.99.01.Z1	Supervisor	Department Chair
6.3 Employees Employed on Contracts with Texas A&M Research Foundation: Exceptions	SR 33.99.10	Department Chair Dean/Director Appropriate VP	President
6.4a Outside Employment/Consulting (Non-Faculty) for Staff	SP 31.05 SR 31.05.01	Department Chair	Dean/Director
6.4b Outside Employment /Consulting for Faculty	SP 31.05 SR 31.05.01	Department Chair	Dean/Director
6.5 Flexible Work Schedule	SP 33.06 SR 33.06.01 HSC 33.06.01.Z1	Employee Supervisor	Department Chair Or Appropriate VP if schedule includes workday exceeding 10 hours, a full work day off, or more than five consecutive work days
6.6 Alternate Work Location	SR 33.06.01	Employee Supervisor Department Chair HSC HR Officer VP/Dean/IBT Director	Appropriate VP