

To: President Todd Saliman
From: Chancellor Justin Schwartz
Cc: Provost Ann Stevens
Date: April 2, 2026
Subject: Request for Additional Delegations of Personnel Actions

Given the April 5, 2018 revision to Regent Policy 2-K, the University of Colorado Boulder requests delegated authority over appointments listed below. A signed offer letter for these appointments will continue to be required prior to the appointment start date.

Delegated to Deans:

Temporary faculty appointments

Job Codes	Title
1401-1405, 1422	Visiting Faculty
1406-1418, 1471-1480	Adjoint Faculty
1419	Lecturers
1421	Assistant Instructor
1423-1427	Museum Curator appointments
1444	Temporary Instructional Faculty
1447	Faculty Recreational Instructor
1465	Instructional Associate
1100-1109CO, 1211-1216CO, 1442CO, 1449CO	Overload teaching
1100-1109SR, 1211-1216SR, 1442SR, 1449SR	Summer research appointments
1100-1109ST, 1211-1216ST, 1442ST, 1449ST	Summer teaching appointments
1620-1631	Retired faculty appointments

Delegate to Provost:

Regular faculty appointments

Job Codes	Title
1100-1103	Tenure-Track and Tenured Faculty
1107-1109	Teaching Faculty
1201-1205, 1211-1216	Clinical Faculty
1428	Associate Dean - Faculty

1433	Faculty Director
1434	Associate Faculty Director
1435	Chair
1436	Associate Chair
1100-1109FF, 1439	Faculty Fellow Appointments
1442	Scholar in Residence
1446	Institute Director
1449	Artist in Residence
1301-1314, 1438	Research Faculty
1600	Emeritus Appointments
1450-1451	Endowed Appointments

Delegate to Vice Chancellor of Human Resources:

With the exception of direct reports to the Chancellor and Deans, all other regular, non-temporary university staff appointments. This includes retiree job codes.

Job Codes	Title
2000 - 2999	University Staff



University of Colorado Denver

Office of the Chancellor

Downtown Campus

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TO: President Bruce D. Benson

[Signature]
Approved

FROM: Chancellor M. Roy Wilson

[Signature]

DATE: June 22, 2010

SUBJECT: Delegation of Authority for Personnel Matters Exempt from the State Personnel System

Per the February 11, 2010 revision to Regent Policy 2-K, the University of Colorado Denver is requesting further delegation of authority for personnel matters exempt from the state personnel system. Signed offer letters will still be required in advance of appointment effective dates and all actions will be subject to post-audit review.

The Chancellor will retain authority over matters concerning campus officers and direct reports.

Table with 2 columns: Job Codes, Titles. Includes entries for 2108-2111 and 2115.

Matters concerning all faculty appointments at or above the level of Assistant Professor and Department Chairs will be delegated to the Provost.

Table with 2 columns: Job Codes, Titles. Lists various faculty ranks and their corresponding job codes.

Matters concerning Exempt Professional Staff will be delegated to the Vice Chancellors.

Table with 2 columns: Job Codes, Titles. Includes entry for 2116-2185 Exempt Professionals.

Matters concerning at-will faculty members below the rank of Assistant Professor will be delegated to the Deans.

<u>Job Codes</u>	<u>Titles</u>
1104-1105	Senior Instructor, Instructor
1204-1205	Senior Instructor, Instructor – Clinical
1209-1210	Senior Instructor, Instructor – Clinical (non-paid)
1214-1215	Senior Instructor, Instructor – Clinical/Teaching
1304-1311	Research Associates, Assistants and Instructors
1412-1413	Senior Instructor, Instructor – Adjunct
1417-1418	Senior Instructor, Instructor – Attendant Rank
1419-1420	Lecturer, Visiting Lecturer
1421-1422	Assistant Instructor, Visiting Instructor
1428-1429	Associate Dean, Assistant Dean – Faculty



University of Colorado

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MEMORANDUM

DATE: May 4, 2026
TO: Tony Gherardini, Vice President and Chief Human Resources Officer
FROM: Todd Saliman, President
RE: Delegation of Signature Authority for Separation Approvals

In accordance with Regent Policy 2.K.3, this memorandum delegates signature authority to Tony Gherardini, Vice President and Chief Human Resources Officer for Separation Approvals in the office of System Administration. This delegation is effective immediately.

A handwritten signature in blue ink, appearing to read 'Todd Saliman', written over a horizontal line.

President Todd Saliman / Date

cc: Kerry Tipper, Vice President, University Counsel, and Secretary of the Board of Regents
Julie Steeler, Associate University Counsel
Kristin Turner, Assistant VP, HR, Learning & Development



July 2, 2024

MEMORANDUM

TO: Todd Saliman, President

FROM: Jennifer Sobanet, Chancellor 

SUBJECT: Delegation of Authority for Personnel Matters Exempt from the State Personnel System

In accordance with Regent Policy 2.K, "the Board of Regents shall make or approve all appointments, terminations, title changes, and salaries, including administrative stipends ("Personnel Matters"), for those employees exempt from the state personnel system." However, as permitted by C.R.S. § 23-5-117, the board delegates its authority over Personnel Matters regarding faculty and staff to the president (with specified exceptions). Regent Policy 2.K.3 allows the president to delegate this authority to a chancellor or vice president, who may further delegate this authority to an officer of the administration.

All delegations of the president's authority must be expressed in writing and shall be posted on a central website. This memo specifies delegations of authority for Personnel Matters (as defined above) for the University of Colorado Colorado Springs campus and supersedes previously approved delegations of authority for the campus.

The Chancellor retains authority for Personnel Matters relating to direct reports to the Chancellor. "Verbal offers" are not delegated to any individual or position. The Chancellor delegates authority for other Personnel Matters as stipulated below.

- Executive Vice Chancellors/Vice Chancellors have authority for all Personnel Matters related to professional staff in the units that report to them. This authority may be further delegated to an Associate Vice Chancellor.
- The Provost/Executive Vice Chancellor for Academic Affairs has authority for all Personnel Matters related to all faculty appointments. The Executive Vice Chancellor further delegates this authority to the Deans of the appointing school, college, or the library. "Personnel Matters" does not include decisions on tenure and sabbatical assignments, which are subject to approval by the Board of Regents.
- Deans have authority for all Personnel Matters involving Associate Deans, Assistant Deans, Department Chairs, Division Heads, Directors, and professional staff within their school, college, or library.

Signed offer letters are required in advance of appointment effective dates and all actions are subject to post-audit review.

Office of the Chancellor