University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

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.

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

Employee Services
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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
Colorado Springs

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
Main Hall 402 • 1420 Austin Bluffs Parkway • Colorado Springs, CO 80918
t 719-255-3436

University of Colorado **Anschutz**

TO: President Todd Saliman

FROM: Chancellor Donald M. Elliman, Jr.

DATE: July 1, 2026

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 Anschutz Medical Campus and supersedes the previously approved delegations of authority for the campus, dated June 22, 2010.

The Chancellor retains authority for Personnel Matters relating to direct reports to the Chancellor. 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 a Vice Chancellor or Associate Vice Chancellor.
- The Executive Vice Chancellor for Academic and Student Affairs has authority for all Personnel Matters related to all faculty appointments. The Executive Vice Chancellor may further delegate this authority to the Deans of the appointing school or college or the head of 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 or college. The head of the library has authority for all Personnel Matters involving library staff.

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

CC: Terri C. Carothers, Executive Vice Chancellor for Administration & Finance and Chief Financial Officer
Laura Borgelt, Executive Vice Chancellor for Academic and Student Affairs
Steve Zweck-Bronner, Vice Chancellor and Senior Managing Associate University Counsel

University of Colorado Denver

Office of the Chancellor

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TO: President Bruce D. Benson

Approved

FROM: Chancellor M. Roy Wilson

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.

Job Codes	Titles
2108-2111	Exec. Vice Chancellor, Vice Chancellor, Assoc. Vice Chancellor, Asst. Vice Chancellor
2115	Dean

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

Job Codes	Titles
1101-1103	Professor, Associate Professor, Assistant Professor
1201-1203	Professor, Associate Professor, Assistant Professor – Clinical
1206-1208	Professor, Associate Professor, Assistant Professor – Clinical (non-paid)
1211-1213	Professor, Associate Professor, Assistant Professor – Clinical/Teaching
1301-1303	Professor, Associate Professor, Assistant Professor – Research
1401-1403	Professor, Associate Professor, Assistant Professor – Visiting
1405	Special Visiting Professor
1406-1408	Professor, Associate Professor, Assistant Professor – Adjoint
1409-1411	Professor, Associate Professor, Assistant Professor – Adjunct
1414-1416	Professor, Associate Professor, Assistant Professor – Attendant Rank
1450	Endowed or Named Professor
1452-1454	Professor, Associate Professor, Assistant Professor – Emeritus
1435	Chair

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

Job Codes	Titles
2116- 2185	Exempt Professionals

Approved to CU Denver Only

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

Job Codes	Titles
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

Applies to CU Denver Only