I. INTRODUCTION

Regent Policy 2-K, Delegation of Personnel Authority to the President for Employees Exempt from the State Personnel System, as amended February 11, 2010, delegates to the President of the University of Colorado authority over specified personnel matters and authorizes the president to further delegate the authority by an express, written delegation.

II. POLICY STATEMENT

A. By the authority granted by Regent Policy 2-K, the president may:

1. Delegate to the chancellors, and, upon the recommendation of the chancellor, to vice chancellors and/or deans, the authority granted to the president under Regent Policy 2-K over personnel matters regarding university staff and faculty rostered on their campuses; and

2. Delegate to a vice president authority over personnel matters regarding the university staff reporting through that vice president.
B. Any delegations made pursuant to Regent Policy 2-K and this administrative policy statement must be express and in writing. Each delegation will be posted on the Office of Policy and Efficiency website.

C. To the extent that this administrative policy statement is inconsistent with any previously issued administrative policy statement(s), this policy statement shall control.

III. DEFINITIONS

For purposes of this APS, personnel matters is defined consistently with Regent Policy 2-K as appointments, terminations, title changes, and salaries, including administrative stipends. Authority over any personnel actions which are not included in the definition of personnel matters (for example, leave approvals, evaluations, and acceptance of resignations and retirements, etc.) shall be exercised in accordance with and under the authority provided by applicable Board law or policy or administrative policy statement.

IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

A. Administrative Policy Statements (APS) and Other Policies

Regent Policy 2-K

V. HISTORY

- The original APS on Delegation of Personnel Authority for Employees Exempt from the State Personnel System was implemented December 11, 2003 with revisions made on October 2, 2006.
- The term “officers and exempt professionals” was replaced with the term “university staff” effective November 1, 2014

VI. KEY WORDS

Hiring; flexibility; personnel action; non-classified; appointment; job classes; job types
Policy 2K: Personnel Authority for Employees Exempt from the State Personnel System

In accordance with its constitutional and statutory authority and duties, 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. As used in this policy, termination does not include acceptance of resignations and retirements.

As permitted by C.R.S. §23-5-117, the board may delegate its authority to the president. This policy describes the authority over Personnel Matters retained by the board and the authority over Personnel Matters delegated to the president.

1. The board retains authority for:
   a. Personnel Matters pertaining to the president, university counsel and secretary, university treasurer, and the associate vice president of internal audit;
   b. The award of tenure to faculty and the appointment and dismissal of tenured faculty; and
   c. the award of term contracts as authorized by C.R.S.§24-19-104(1.5) and extensions to such term contracts.

2. In those cases where the Board of Regents is not required, by its Laws or policies, to act on the end of appointments of individuals for whom the board retains authority, the end of appointments of such individuals, except tenured faculty, shall be reported to the board as informational items on board meeting agendas.

3. Except for the above authority retained by the board, the board delegates to the president authority over Personnel Matters regarding faculty and university staff.

4. The president shall have the authority to further delegate the president's authority provided herein on the following terms:
   a. The president's further delegation must be express and in writing;
   b. The president may delegate to a chancellor, and, upon the recommendation of the chancellor, to an officer of the administration authority over Personnel Matters regarding the campus' university staff and faculty rostered on their campuses; and
   c. The president may delegate to an officer of the administration authority over personnel matters regarding university staff reporting through that vice president.

5. In consultation with the audit committee chair, the associate vice president of internal audit will be the hiring authority regarding Personnel Matters pertaining to university staff reporting directly to the associate vice president of internal audit.

6. In the event of a conflict between the provisions of this policy and other previously approved policies, the provisions of this policy shall control.

7. The delegation described in this policy applies only to Personnel Matters as that term is defined in this policy, i.e., appointments, terminations, title changes, and salaries, including administrative stipends. Authority over any personnel actions that are not included in the definition of Personnel Matters - for example, leave approvals, evaluations and acceptance of resignations and retirements - shall be exercised in accordance with and under the authority provided by applicable board Law or policy.

Last revised: September 11, 2015
History:
The board approved a resolution on delegation of personnel authority on April 25, 1996; revised June 26,
On August 3, 2000 the board approved Regent Policy 2-K; revised December 11, 2003; September 23, 2004; June 1, 2006; August 16, 2007; February 11, 2010; September 12, 2011; April 17, 2015; and September 11, 2015.

The term “officer and exempt professional” was replaced with the term “university staff” effective April 17, 2015.