BOV Policy #34 (2019) Appointment Authorities of Board of Visitors, University President, and Reporting of Personnel Actions

Policy Title:	Appointment Authorities of Board of Visitors, University President, and Reporting of Personnel Actions
Policy Type:	Board of Visitors
Policy Number:	BOV Policy #34 (2019)
Approval Date:	October 16, 2026
Responsible Office:	Human Resources
Responsible Executive:	Vice President and Chief of Staff
Applies to:	Administrative and Professional Faculty

POLICY STATEMENT

This policy governs, generally, the authorities of the Board of Visitors and the President in making employment appointments and taking other personnel action, and the reporting of those actions.

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DEFINITIONS

Administrative and Professional Faculty: Administrative and Professional faculty include only positions that require a high level of administrative independence, responsibility, and oversight within the University or specialized expertise within a given field as defined by the Board of Visitors. Such persons must be senior administrators and managers and other professionals that have responsibility for supervision and evaluation of a significant number of staff and/or responsibility for supporting University policymaking or budgetary decisions.

CONTACT(S)

The Vice President and Chief of Staff officially interprets this policy. The Vice President and Chief of Staff is responsible for obtaining approval for any revisions as required by BOV Policy # 01 Creating and Maintaining Policies. Questions regarding this policy should be directed to the Office of Human Resources

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POLICY CONTENTS:

1. All appointments to, and contracts of, employment are made by the authority of the Board of Visitors.
2. The University's Internal Auditor and the University's Chief Compliance Officer are appointed by and report to the Board of Visitors. The University Counsel and any Associate University Counsel are appointed by the Attorney General and report to the Attorney General and the Board of Visitors. Additionally, the Board of Visitors may from time to time appoint other employees who perform functions directly for the Board of Visitors and who report to the Board of Visitors.
3. All tenure and multi-year contracts must be approved by the Board of Visitors prior to being awarded.
4. The President may initiate appointment of the provost, the vice presidents, and other direct reports; however, the president may not make an appointment to any of these positions without prior approval of the Board of Visitors or its Executive Committee.
5. Appointments of all other employees, and authority to enter into contracts of employment for all other positions, are delegated to the President.
6. The President must report every personnel action to the Board at the next regular meeting following the action. For the purposes of this policy "personnel actions" means any and all offers of employment, hiring, termination, promotion, demotion, salary change, additional or extra compensation of any kind, lateral transfer or reassignment, or notice of non-renewal or non-continuation of employment for any member of the Administrative and Professional Faculty or the Teaching Faculty.
7. This policy supersedes any and all other policies and procedures of the University with which it conflicts.

EDUCATION AND COMPLIANCE:

Management will be required to inform leadership of all personnel actions to ensure the BOV is timely informed. To ensure conformity to the requirements of this policy, the Office of Human Resources will communicate this supervisory requirement to managers in periodic training. Violations will be reported to the Office of Human Resources immediately upon disclosure or revelations.

PUBLICATION:

This policy shall be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Executive will make every effort to:

- Communicate the policy in writing, electronically or otherwise, to the University community, including current and prospective students, within 14 days of Board of Visitors approval;
- Submit this policy for inclusion in the online Policy Library within 14 days of approval; and
- Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary.

REVIEW SCHEDULE:

Next Scheduled Review: March 2028
Approval by, date: Board of Visitors, March 19, 2021
Revision History: January 28, 2019; December 11, 2020; October 16, 2026 (no changes made)
Supersedes*: None*

RELATED DOCUMENTS:

None

FORMS:

None