

## Levels of Approval

Action Requested	Department	Dean	Academic Affairs	Board
administrative compensation		X	X	
appointment, associate, assistant dean		X	X	
appointment, associate, assistant, vice chair	X	X		
appointment, center director, college	X	X	X	
appointment, center director, university	X	X	X	X
appointment, college distinguished professor		X		
appointment, dean			X	X
appointment, department chair		X	X	X
appointment, endowed chair/professorship	X	X	X	X
appointment, faculty at junior rank	X	X		
appointment, faculty at senior rank	X	X	X	
appointment, faculty joint appointment MOU	X	X	X	
appointment, faculty with prior service credit	X	X	X	
appointment, faculty, adjunct, compensated	X	X		
appointment, faculty, adjunct, uncompensated	X			
appointment, faculty, associated	X	X		
appointment, faculty, associated at senior rank, initial	X	X	X	
appointment, faculty, associated without advanced degree	X	X	X	
appointment, retired faculty	X	X	X	
appointments, promotion, and tenure document	X	X	X	
business meal policy, deviation from, pre-approval, dean			X	
compensation, adjunct appointment	X	X	X	
conversion from 12 to 9 month appointment not using 12/9 salary ratio	X	X	X	
conversion from 9 to 12 month not using 9/12 salary ratio	X	X	X	
counter offer	X	X	X	
emeritus status	X	X	X	X
exceptions to expenditure policy, dean			X	
exclusion from the probationary period	X	X	X	
extension of the probationary period for part-time faculty	X	X	X	
faculty appointment, letter of offer after May 1 to person at AAU institution	X	X	X	
faculty professional leave (6)	X	X	X	X
faculty professional leave, changes to/cancellation (6)	X	X	X	X
leave of absence, dean			X	
leave of absence, faculty, paid , >10 consecutive work days	X	X	X	
leave of absence, faculty, paid, <10 consecutive work days	X	X		
leave of absence, faculty, unpaid	X	X	X	
leave of absence, faculty, unpaid, changes to/cancellation	X	X	X	
leave of absence, unpaid, entrepreneurial (1)	X	X	X	
leave of absence, unpaid, entrepreneurial, changes to/cancellations	X	X	X	
meals and entertainment expenses >\$200/person, pre-approval, dean			X	
nonrenewal of probationary clinical or research faculty members in colleges with units	X	X		
nonrenewal of probationary clinical or research faculty members in colleges without units		X		
nonrenewal of probationary tenure-track faculty in colleges with units (2)	X	X		
nonrenewal of probationary tenure-track faculty in colleges without units		X	X	

## Levels of Approval

Action Requested	Department	Dean	Academic Affairs	Board
off-cycle promotion	X	X	X	X
off-cycle salary increase	X	X	X	
offer contrary to advertised salary/rank	X	X	X	
paid external consulting, dean			X	
paid external consulting, faculty	X	X		
pattern of administration	X	X	X	
personal reimbursements, dean			X	
promotion	X	X	X	X
reappointment after 4th year review in colleges with units (3)	X	X		
reappointment after 4th year review in colleges without units		X	X	
reappointment of clinical or research faculty members in colleges with units (3)	X	X	X	X
reappointment of clinical or research faculty members in colleges without units (3)		X	X	X
reduction in FTE	X	X		
reemployment of tenure-track following nonrenewal or denial of tenure	X	X	X	
rehire retired faculty member	X	X	X	
requirement for national search, clinical and research appointments	X	X		
requirement for national search, tenure-track	X	X	X	
salary, faculty, >\$250,000	X	X	X (4)	
salary, faculty, equity/market adjustment	X	X	X	
special assignment	X	X		
strategic plan, college			X	
supplemental compensation, faculty, >20% of base pay	X	X	X	
tenure	X	X	X	X
transactions for purchase of goods/services, dean			X	
transfer from tenure-track to clinical or research appointment	X	X	X	
transfer of campus (5)	X	X	X	
transfer of TIU	X	X	X	
travel pre-approval, dean			X	
travel requests/reimbursements, dean			X	

(1) Also requires approval by the Office of Technology Licensing.

(2) For regional campus faculty this requires approval of regional campus dean and college dean.

(3) OAA will approve new contracts for clinical and research faculty members recommended by the dean without review.

(4) Also requires approval by Office of Legal Affairs and Office of Human Resources. See Form 206.

(5) Requires approval of college dean and regional campus dean.

(6) For regional campus faculty this requires approval of the regional campus dean then the TIU, but not the college dean.