



POLICY TITLE
Uniformed Personnel Actions Policy

POLICY NUMBER
7-008

Responsible Unit: <i>Office of Human Resources</i>	Effective Date: <i>10/21/2022</i>
Responsible Official: <i>Associate Vice President for Human Resources</i>	Last Reviewed Date: <i>10/21/2022</i>
Policy Classification: <i>Human Resources</i>	Origination Date: <i>11/28/2008</i>

I. POLICY STATEMENT AND RATIONALE

The Southern University System (“SUS”) has formulated the following policy to provide operational guidelines for the appropriate delegation of authority to approve various personnel actions by its Board of Supervisors (Board), System President, and Chancellors.

The purpose of this policy is to create uniform personnel procedures for the SUS in accordance with the provisions of Article VII, Chapter II, and Chapter III of the Bylaws and Regulations. This Uniform Personnel Actions Policy delineates the specific and express delegations of authority by the Board to the System President and Chancellors to execute certain types of personnel actions.

This delegation of authority may be amended or revoked at any time.

II. POLICY SCOPE AND AUDIENCE

This policy applies to all personnel actions of SUS faculty and staff.

III. POLICY COMPLIANCE

Failure to adhere to the policy may result in actions under the appropriate Handbook for faculty and staff.

IV. POLICY DEFINITIONS

Bylaws and Regulations: The Bylaws and Regulations of the Board of Supervisors of Southern University and Agricultural and Mechanical College.

Compensation: For purposes of this policy, "compensation" includes all income covered on any check issued (or electronic transmittal) by the SUS for any compensation purposes as well as all income from other sources, including affiliated foundations, paid as compensation for work done on behalf of the SUS or pursuant to an employment agreement with the SUS. The term does not include royalty, licensing, or other payments made pursuant to the SUS's intellectual property policies.

V. POLICY IMPLEMENTATION PROCEDURES

Except as otherwise provided in the Bylaws and Regulations, all personnel actions shall be made in accordance with the following provisions:

A. Personnel Actions Requiring Board Approval

The following personnel actions shall require approval by the SUS Board of Supervisors:

1. Any action, which would result in an employee earning total annual compensation in the amount of Sixty Thousand Dollars (\$60,000) or more, from all sources, both public and authorized private.
2. Appointment of and compensation for the President, System Vice Presidents, all chancellors or equivalents, and all positions of dean or equivalent and above, including amendments to or extensions of appointment agreements and increases or decreases in compensation.
3. Educational leave and sabbatical leave in excess of three (3) months during any twelve (12) month period.
4. Termination of tenured faculty.
5. Head Coach and Athletic Director contracts and amendments, thereto, provided that the President shall have the authority to approve any non-substantial amendments.
6. Leave without pay for one (1) year or more or special leave with any pay or benefits for thirty (30) days or more within any twelve (12) month period, except for any action which an employee is entitled to under the Family and Medical Leave Act of 1993, as amended, or a medical leave for thirty (30) days or more.
7. Either appointment or making any change in status which would result in an employee gaining indeterminate tenure or "rolling tenure" (i.e., rolling term).
8. Appointment to any designated chair or professorship.
9. Conferring emeritus status on any person with less than ten (10) years of service to the university or with titles other than professor.

10. Awarding any honorary degree.

B. Personnel Actions Requiring Presidential Approval

The following personnel actions shall require approval by the President, which authority may not be further delegated.

1. Any action which would result in an employee earning a total annual compensation from Fifty Thousand Dollars (\$50,000.00) to fifty-nine thousand and ninety-nine cents (\$59,999.99) from all sources, both public and authorized private. 10/21/2022
2. The creation of any new position at the level of Vice President, Chancellor or equivalent and all positions of dean or equivalent, including directors and chairs earning \$50,000 to \$59,999.99.
3. Any action which would allow for a delay in review for tenure beyond the period of time established by SUS policy or in the employee's appointment letter.
4. Conferring emeritus titles not required to be approved by the Board.
5. Re-appointment of any person who is to receive during employment with the SUS any retirement benefits from any Louisiana public employee retirement system or plan.
6. General pay plans, including across-the-board pay raises which are granted to all or substantially all of the employees of a campus or institution.
7. Any other personnel action which the President determines should be reviewed at the System level. Such determinations may be made individually or be established for the System as a whole, for individual campuses or institutions, or for classes of employees either across the System or at specific campuses or institutions.
8. Hiring of all full-time faculty as required to fill faculty vacancies up to the salary level of Seventy-five thousand dollars (\$75,000.00).

C. Personnel Actions Requiring Chancellor Approval

The following personnel actions shall require approval by the Chancellors:

1. Any action which would result in an employee earning total annual compensation up to, but not more than, Forty-nine Thousand Dollars and Ninety-nine Cents (\$49,999.99) from all sources, both public and authorized private.
2. Title changes.
3. Hiring of adjunct faculty.
4. Employment status changes from a nine (9) month to a twelve (12) month or twelve (12) month

to a nine (9) month position.

5. Any action which an employee is entitled to under the Family and Medical Leave Act of 1993, as amended, or a medical leave.

D. Personnel Actions which may be delegated by the President

Authority to take all other personnel actions is hereby delegated by the Board to the President, who may further delegate such authority, as he/she deems to be in the best interests of the SUS, provided such actions are taken in accordance with the requirements for form and reporting set forth in Sections E and F of this policy.

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E. Form of Letters of Appointment and Similar Agreements

All letters of appointment, contracts of employment, or other written employment agreements between the SUS and any of its employees containing any special provisions not provided for in written general policy, shall either (i) use only the language prescribed for such agreements by the President in a standardized template or form (which is encouraged); or (ii) be approved as to form and legal sufficiency by the General Counsel prior to being signed.

F. Reporting

All personnel actions shall be reported to the President and the Board in a format prescribed by the President after consultation with the Board.

G. Miscellaneous

1. In the event of any conflict between the provisions of Chapter II and Chapter III and any other provisions of the *Regulations* of the Board of Supervisors, the provisions of Chapter II than Chapter III shall control.
2. Nothing herein creates any rights, procedural or substantive, in employees, prospective employees, or other persons.

VI. POLICY RELATED INFORMATION

- Article VII, Chapter II, and Chapter III of the Bylaws and Regulations
- Family and Medical Leave Act of 1993, as amended

VII. POLICY HISTORY AND REVIEW CYCLE

The Office of Human Resources will be charged with implementing this Policy.

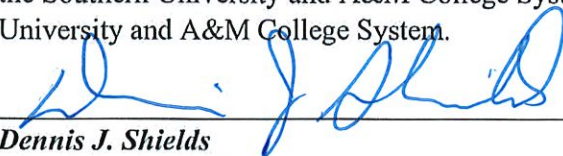
This Policy replaces the current Uniformed Personnel Policy with an origination date of 11/28/08 and is subject to a five-year policy review cycle.

VIII. POLICY URL

The approved policy will be posted on the Southern University System website under Board Policies at www.sus.edu.


IX. POLICY APPROVAL

The effective date of this policy is determined by the approval date of the President-Chancellor of the Southern University and A&M College System and the Board of Supervisors of the Southern University and A&M College System.



Dennis J. Shields
President-Chancellor, Southern University and A&M College System

10/21/2022
Effective Date of Policy



The Honorable Edwin M. Shorty Jr.
Chair - Southern University System Board of Supervisors

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