

B. Appointment to Positions and Position Approval

1. Appointments to Positions of Employment

- a. All appointments to positions of employment shall be made in the name of the Board as the employer.
- b. All appointments are subject to applicable federal and state laws. All supervisors of other employees shall keep themselves informed of the currently applicable laws. Adherence to both the letter and the spirit of all civil rights laws is required.
- c. No person who is related within the third degree of consanguinity or is the spouse, son-in-law or daughter-in-law of a current member of the Board shall be appointed to a position of employment within three reporting levels of the President. This limitation reaches the Dean and equivalent levels. Relatives within the scope of this policy include parents, siblings, grandparents, aunts, uncles, nieces, nephews, and offspring, including adoptees. (7/97)

2. Creation of Positions and Approval or Ratification of Appointments, Title Changes, Tenure, and Leaves

- a. The Board of Trustees shall approve the creation and appointment of a position of employment reporting directly to it. (3/13/03)
- b. Prior to its public announcement, the Board of Trustees shall approve a position of employment created by the President which is within two reporting levels of the President, but which is neither under the jurisdiction of a Chancellor nor a part-time, term, Civil Service or student appointment. The appointment to any such position is tentative pending ratification by the Board. If a search waiver request is generated or initiated by the President, such search waiver must be reviewed and approved by the respective equal opportunity office at the campus that will otherwise process the position's appointment. In addition, such search waiver request generated or initiated by the President must be signed, or otherwise approved in writing, by the Chair of the Board of Trustees or Trustee designated by the Chair. (3/13/03, 12/08/11, 3/28/19)
- c. Upon recommendation for approval by the Finance Committee, Board of Trustees approval shall be obtained prior to the appointment of professional staff receiving an annual salary of \$150,000 or more. The authority of the Finance Committee is retained to recommend approval of all Board appointed officers, all professional staff in the Office of the President, the Vice Chancellors at SIUC and SIUE, the Dean and Provost of the

School of Medicine, the Dean of the SIU School of Dental Medicine, and the Dean of the SIU School of Pharmacy. (12/08/11, (3/24/16, 3/28/19)

- d. Upon recommendation for approval by the Finance Committee, Board of Trustees approval shall be obtained prior to increasing the annual salary of professional staff to \$150,000 or more. The authority of the Finance Committee is retained to recommend approval of all increases for all Board appointed officers, all professional staff in the Office of the President, the Vice Chancellors at SIUC and SIUE, the Dean and Provost of the School of Medicine, the Dean of the SIU School of Dental Medicine, and the Dean of the SIU School of Pharmacy, except for annual raises from salary pools established during budget development. (12/08/11, (3/24/16, 3/28/19)
- e. The President shall approve prior to its public announcement a position of employment created by the Chancellor which is within two reporting levels of a Chancellor or which reports directly to a Vice Chancellor, but is not a part-time, term, Civil Service or student appointment. The appointment to any such position is tentative pending ratification by the President, and by the Board if required under h. (3/13/03)
- f. The Chancellors have delegated authority to take final action of employment administration for SIUC and SIUE employees except as otherwise provided by Board policy. The President has delegated authority to take final action on employment administration for employees of the Office of the President except as otherwise provided by Board policy. (3/13/03)
- g. The Board of Trustees shall approve prior to its public announcement the title change in a position of employment which is changed by the President within two reporting levels of the President. The President shall approve prior to its public announcement the title change in a position of employment which is changed by a Chancellor within two reporting levels of a Chancellor or which reports directly to a Vice Chancellor. The change in title is tentative pending ratification by the President and the Board. (3/13/03, 3/28/19)
- h. The following personnel actions are also tentative pending ratification by the Board:
 - 1. initial appointments of faculty to tenured and tenure track positions;
 - 2. promotions of tenured and tenure track faculty;

3. the grant of academic tenure;
4. initial appointments and promotions of professional staff;
5. the grant of a leave with pay.

(3/13/03)

- i. A tentative appointment is an appointment made by an executive officer pending ratification by the Board or the President or both. A tentative appointment will expire if it has not been ratified, as required, as of the close of the day of the second Board meeting following the inception of the appointment, unless extraordinary circumstances have been demonstrated to and certified by the President. No reappointment of the same individual may then be made without prior Board approval, unless extraordinary circumstances have been demonstrated to and certified by the President.