

**Provost and Dean Approvals Needed for Academic  
Classifications/Reclassifications/Appointments**  
Last revised 7/19/2005 (added “New Positions” section)

**Purpose:**

Clarify the provost and dean approvals needed for classifications, reclassifications, and appointments in academic units.

**Note:**

“Dean” in this document is used as shorthand for College Deans, Vice Provosts, Director of Libraries, Director of DBI, or Assistant Provost for Student Services.

**Approvals Needed - Professional and Salaried Staff:**

- **Classifications/Reclassifications:** For all positions EXCEPT professional and salaried staff positions funded entirely by external grants, the Dean must make a direct request to the Provost.
  
- **New Positions:** The Dean and Provost’s Office must approve all new positions. A Dean’s designee may approve for positions EXCEPT for any continuing position or any position funded on the basic budget or self-supporting (a.k.a. 2-book) funds. For any new position which is not 100% externally funded, the Dean must request approval directly from the Provost. For 100% externally funded positions (which does NOT include supplemental or other allocated funds), there does not need to be this direct request from the Dean to the Provost, but the Provost’s Office still needs to approve.
  
- **Position Replacement Procedures:** Effective December 1, 2004 the approval process for filling vacant positions follows:
  - The Dean must request approval from the Provost to fill faculty positions or professional positions graded at level 16 and above. Further information about faculty appointments follows.
  
  - Any position for which there is a proposed reclassification, change in percent time, change in funding source, or for which the proposed salary is outside the approved guidelines continues to require approval by the Provost’s office. This means the Dean must request approval from the Provost for any of these changes. The exception is 100% externally-funded positions; these require Dean’s office and Provost’s office approval, not necessarily a specific request from the Dean to the Provost.
  
  - For all other positions, approval to fill vacant positions is delegated to the appropriate Dean. A Dean’s designee may approve for these other positions EXCEPT for any continuing position or any position funded on basic budget

or self-supporting (a.k.a. 2-book) funds. For those positions, the Dean must personally approve filling the position.

**Approvals Needed - Faculty:**

- As noted above, the Dean must request approval from the Provost to fill faculty positions. There are some faculty appointments which the Provost does not need to approve. The guiding principle is this:
  - If it is a current faculty member getting an additional faculty appointment, the Provost does not need to approve. If it is someone getting their first faculty appointment at a given rank, the Provost does need to approve.

| <u>Type of Appointment</u>        | <u>Provost need to approve?</u> | <u>CC the Provost?</u> |
|-----------------------------------|---------------------------------|------------------------|
| Continuing or Temporary           | Yes                             | Yes                    |
| Secondary: first fac appt at rank | Yes                             | Yes                    |
| Secondary: already fac member     | No                              | Yes                    |
| Secondary: renewal                | No                              | No                     |
| Joint: first appt at rank         | No                              | Yes                    |
| Joint: renewal                    | No                              | No                     |
| Adjunct: first appt at rank       | Yes                             | Yes                    |
| Adjunct: renewal                  | No                              | No (HR will send list) |