

# Shawnee State University

AREA: UNIVERSITY-WIDE POLICY	POLICY NO.	5.16 REV
	ADMIN. CODE:	3362-5-17
	EFFECTIVE DATE:	10-13-06
	PAGE NO.:	1 of 1
	RECOMMENDED BY:	
SUBJECT: PERSONNEL APPOINTMENTS	APPROVED BY:	Board of Trustees

## 1.0 Purpose

This policy describes the procedures whereby faculty, administrators, and staff are approved for appointment at Shawnee State University, and whereby appointments, resignations, reassignments and separations are reported to the Board of Trustees.

## 2.0 General Policy

- 2.1 The President of the University shall appoint and remove all university personnel and establish compensation for same within the guidelines set forth by the Board of Trustees and in conformance to the laws of the State of Ohio. This authority shall include, but not be limited to, the authority to award or deny continuing contracts for faculty and decide upon promotions of faculty. Except for the appointment to interim positions the Board must give prior approval for the appointment to, or removal from, the position of vice president. The President may appoint interim vice presidents pending a search for a successor to the position.
- 2.2 The President may delegate the authority to make administrative, faculty, and staff appointments and removals to appropriate vice presidents.
- 2.3 The President or his/her designee is the appointing authority for classified employees.
- 2.4 The President or his/her designee is authorized to employ hourly staff, part-time personnel, short-term consultants, volunteers, and individuals on personal services contracts.

## 3.0 Position Authorization

- 3.1 The Board of Trustees must approve the creation of all new positions except those created under paragraph 2.4.
- 3.2 The Board reserves the right to withdraw the authorization of new and vacant positions any time prior to the acceptance of the position by the employee.
- 3.3 The President may in his/her judgment, subject to Board review; place a "freeze" on vacant or unfilled positions.

## 4.0 Reporting Personnel Appointments, Removals and Status Changes

- 4.1 Appointments, separations, removals and changes in status for administrative and faculty positions will be reported to the Board.

*(Approved 6/14/91; Revised 10/14/94; Revised 4/11/97; Revised 10/13/06)*