

Policy Title: General Personnel

Policy Type: Finance/Administration

New/revised: Revised

Old Policy #: 5:01:00:00

Approval level: Board of Trustees
 President
 Vice President
 Other (specify here)

Purpose: The following General Personnel Policy of the Board of Trustees delegates to the President the authority and responsibility hereinafter specified concerning personnel, which the Board of Trustees finds to be necessary and appropriate for the efficient administration of the university.

Policy:

- I. Scope of Delegation to the President
 - A. The appointments and terminations which require the prior approval of the President and the Board of Trustees include:
 1. All Vice Presidents or other executives reporting directly to the President (academic, business, student affairs, etc.) including all interim appointments;
 2. Directors and chairs of the Centers of Excellence, including interim appointments;
 3. Any other positions which may be designated by the President.
 - B. The President is authorized to appoint, determine the compensation and change of status of, and terminate all other employees at the institution subject to the provisions of this and other relevant Board of Trustees and institution policies and procedures and the approved Compensation Plan Guideline.
 1. The president may delegate the foregoing authority to a designated person or persons at the institution provided that all appointments and compensation of faculty and administrative personnel shall be subject to the approval of the president.
 2. Subsequent references to the president of an institution include the president or his or her appropriate designee.
 - C. Notwithstanding any other policy or agreement, in the event of a severe state budget shortfall or state impoundment, the President may give specific written authorization to reduce compensation across the board for the remainder of the fiscal year, to mandate furloughs without pay and/or to reduce the amount of time to be worked
- II. Appointments
 - A. The President is authorized to appoint and employ personnel within the scope of delegation provided in Section A for positions at the institution which have been approved by the Board of Trustees in an operating budget (work program) at a level of compensation which does not exceed the amount specified in the operating budget; provided that new appointments to approved positions may be made at a level of compensation in excess of the amount specified where funds are available.

- B. No employment agreement, or contract, or letter of agreement shall be used in the appointment or employment of personnel unless the form of agreement, contract, or letter has been approved by the President.
- C. New senior administrative positions shall not be established and no major change in the administrative organization shall be made unless approved by the Board of Trustees.
- D. The minimum qualifications for the appointment of faculty is set forth in ETSU Policy.
- E. The minimum qualifications for the appointment of all personnel other than faculty shall be determined by the president or director or designee, based upon the duties and responsibilities of the position, and shall be recorded and maintained by the institution, subject to any minimum qualifications for personnel positions.

3/24/2017 – approved by the Board of Trustees.