

Key: R = Required Review
 O = Optional Review - determined at unit level

C = Conditional Review - review when certain conditions are present
 I = Informational Copy - copy sent to that administrative level

ACTION	Immed Supv	PC/Res Coord Dept Head	Reg Dir/ Dept Head	Assoc Vice-Chanc	Vice-Chanc	Chanc	COMMENTS
Fill faculty position		R	R		R	R - for freeze	Vice Chancellor to consult with Associate Vice Chancellor when necessary. For appropriated funds, chancellor's approval may be required.
Advertise faculty position		R	R		R		
Faculty job offer		R	R				
Process faculty appointment and change in status		O	R		R		
Coursework request	R	R	C		C		
Coursework - LCES faculty	R	R	C		C		<i>Initial approval of plan (program of study) by regional director/department head, then PC only for individual course requests. Coordinated through IROD.</i>
Disciplinary Actions - classified	O	R	C		RC	RC	Should be discussed with regional director by lower level administrator. Formal actions require approval by Vice Chancellor. Contested actions require chancellor's approval.
Disciplinary Matters, counseling - faculty, nonrenewal of Associates	O	R	R	C	C	C	Should be discussed with upper level administrators as appropriate.
Disciplinary Matters - nonrenewal of faculty, dismissal of associates and faculty		R	R		R		Vice Chancellor to consult with Associate Vice Chancellor when necessary.
CPTP Training Classes	O	R					HRM signature required.
Classified Reallocations	O	R	R				Subject to Civil Service approval procedures.
Transient and student appts.	O	R	O				Regional Director to determine required approval.
Graduate Assistant appts.	O	R	O				Regional Director to determine required approval.

SUMMARY: Generally, actions involving filling positions, salary increases, and serious disciplinary problems require approval of Vice Chancellor. Routine transactions involving satisfactory performance appraisals require approval of the first-line administrator. Leave and classified timesheets may be approved by the immediate supervisor. All other actions require approval of the department head or regional director. All actions require compliance with applicable AgCenter, state and federal regulations and procedures.