



David W. Pershing, Senior Vice President
Distinguished Professor

TO: Deans and college administrative officers

FROM: Senior Vice Presidents David Pershing and Lorris Betz

DATE: March 19, 2010

SUBJECT: Approval and reporting of academic administrative appointments

Growing use of the Faculty Activity Reports is revealing that current Peoplesoft records of administrative appointments are very incomplete. The ePAF system does not always suffice because some appointments simply involve additional pay added to an existing faculty appointment rather than a change in title. More informal communications sometimes fail to get recorded properly. Thus, we would like to distribute clear procedures for the approval and reporting of various administrative appointments, so that we can improve our record-keeping and ensure appropriate review.

Approval

Guidelines for approval follow the principle that administrative appointments should receive advance approval from at least one administrator above the person making the decision. Thus, deans' appointments of Chairs or Directors and Associate and Assistant Deans should be sent to the cognizant senior vice president for approval. Until we have fully functional electronic faculty files, *please submit these appointments on paper*. Please note the name of the *outgoing* administrator as well. Appointments of Deans, Vice Presidents, and Assistant or Associate Vice Presidents will be sent to the President before the step below.

Referral to the Senate and Board of Trustees

Following appropriate approvals, appointments of any level of Vice President, a Chief ___ Officer, full Dean, or department Chair or Director will be placed on the agenda for the Academic Senate and Board of Trustees. Appointments of Associate or Assistant Deans will be placed on these agendas at the request of the appointing Dean. A copy of appointments submitted to the Senior Vice President for Health Sciences need to be sent for this purpose to Heather Call in the office of the Senior Vice President for Academic Affairs.

Reporting without approval

In addition to the administrative appointments discussed above, *all* administrative appointments of *faculty members* should be sent to Heather Call in the office of the Senior Vice President for Academic Affairs for entry into the Administrative Posts section of Peoplesoft. This applies to a wider range of appointments, including Assistant and Associate Chairs, center directorships, and any other posts appropriate for central record-keeping. Again, please note the name of the *outgoing* administrator as well. Such notifications of appointments that don't need approval may be done via email to heather.call@utah.edu.

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