

1 **Hiring Authority**

2 Effective: January 11, 2009

3 Updated/Revised: May 20, 2013

4 Contact for Faculty - [Office of Senior Vice President and Provost](#)

5 Contact for P&S - [University Human Resources](#)

6 **Introduction**

7 In order to assure compliance with law and Regents policy, and to manage risks associated with
8 employment agreements, employment actions should be signed by persons with appropriate expertise,
9 or who can assure appropriate review of the appointment.

10 The Board of Regents, State of Iowa, has delegated authority for hiring to specific university officials.
11 This policy is intended to:

- 12 • Assure that hiring of employees occurs through an authorized official;
- 13 • Delegate authority to appropriate persons to ensure efficiency of operations.

14 While this policy specifies the delegation of authority for hiring, in addition, the "appointing authority"
15 must adhere to all applicable ISU policies and procedures regarding employment. This policy does not
16 cover the offering of administrative appointments for faculty, or promotions in faculty rank. In the case
17 of joint appointments (i.e., an appointment split between two or more units), there will be multiple
18 appointing authorities; however, one is designated as the primary employing unit.

19 **Policy Statement**

20 Only those with delegated authority may hire employees of Iowa State University. A person who has
21 authority to hire is an "appointing authority."

- 22 A. The Board of Regents, State of Iowa, has retained authority to hire persons to fill the following
23 positions:
 - 24 1. The secretary and treasurer are appointed annually upon recommendation of the
25 president (Regents Policy Manual, 4.05)
 - 26 2. The president, vice presidents and heads of major institutional units as determined by
27 the Regents (Regents Policy Manual, 4.01 and 4.05)
- 28 B. By law, Regents policy, or rule, the following categories of employees may be appointed by the
29 indicated persons:
 - 30 1. Academic administrators and faculty may be hired by the president or senior vice
31 president and provost (IAC 681-13.8(1)(a)). This authority has been further delegated as
32 indicated in Section C.1. and C.2., below.
 - 33 2. Merit staff may be hired by the associate vice president for Human Resources (IAC
34 681-3.70, 3.81, and 3.82). This authority has been further delegated as indicated in
35 Section C.3., below.
 - 36 3. Professional and scientific (P&S) employees may be hired by the president (Regents
37 Policy Manual 4.07(A)). This authority has been further delegated as indicated in
38 Section C.5., below.

- 39 C. The following categories of employees may be appointed by the following appointing
40 authorities:
- 41 1. Faculty (A or B base) tenured/tenure-eligible - may be hired by the senior vice president
42 and provost, or associate provost.
 - 43 2. Faculty (A or B base) non-tenure-eligible - may be hired by the respective dean with the
44 following exception: Senior lecturer, senior clinician - hire approved by the senior vice
45 president and provost, or associate provost.
 - 46 3. Merit staff (E, H or XH base) - may be hired by the president, respective senior vice
47 president, vice president, vice provost, dean, director or department chair (in
48 consultation with, and with approval by University Human Resources).
 - 49 4. Graduate assistants (C base) and post-doctoral (D base) - Appointees may be hired by
50 the respective dean or director (in accordance with Graduate College policies).
 - 51 5. Professional and scientific employees (P base) - may be hired by the president,
52 respective senior vice president, vice president, vice provost, dean or director.
 - 53 6. Contract employees (K base) - may be appointed by the president or respective vice
54 president; however, before an appointing authority may hire, the employment
55 agreement must be reviewed by the Office of University Counsel unless a pre-approved
56 contract form is used.
 - 57 7. Contract agreements (for foreign national hiring) - may be authorized by the senior vice
58 president and provost or associate provost.
 - 59 8. Student employees (XH base) - may be hired by the respective employing unit head
60 (senior vice president, vice president, vice provost, dean, director, department chair or
61 supervisor).
- 62 D. Others may be granted authority from the appropriate university official either by university
63 policy or by memoranda of delegation. Memoranda of delegation must be filed with each office
64 responsible for the respective category of employee; e.g., the Office of the Senior Vice
65 President and Provost for faculty; University Human Resources for P&S; and the Office of the
66 Graduate College for graduate assistants. Each of these offices is responsible for the retention
67 of memoranda of delegation.
- 68 E. Employment action other than hiring takes place in accordance with applicable policies.

69 **Resources**

70 **Links**

- 71 • [Personnel and Human Relations Policies](#)
- 72 • [Contracting Authority \(Non-employment Related\)](#)
- 73 • [Contract Delegations Website](#)
- 74 • [Signature Authority for Internal Transactions](#)
- 75 • [University Human Resources](#)
- 76 • [Office of University Counsel](#)
- 77 • [Regents Policy Manual](#)