Hiring Authority

Effective: January 11, 2009
Updated/Revised: May 20, 2013
Contact for Faculty - Office of Senior Vice President and Provost
Contact for P&S - University Human Resources

Introduction

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

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

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

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

Policy Statement

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

A. The Board of Regents, State of Iowa, has retained authority to hire persons to fill the following positions:
   1. The secretary and treasurer are appointed annually upon recommendation of the president (Regents Policy Manual, 4.05)
   2. The president, vice presidents and heads of major institutional units as determined by the Regents (Regents Policy Manual, 4.01 and 4.05)

B. By law, Regents policy, or rule, the following categories of employees may be appointed by the indicated persons:
   1. Academic administrators and faculty may be hired by the president or senior vice president and provost (IAC 681-13.8(1)(a)). This authority has been further delegated as indicated in Section C.1. and C.2., below.
   2. Merit staff may be hired by the associate vice president for Human Resources (IAC 681-3.70, 3.81, and 3.82). This authority has been further delegated as indicated in Section C.3., below.
   3. Professional and scientific (P&S) employees may be hired by the president (Regents Policy Manual 4.07(A)). This authority has been further delegated as indicated in Section C.5., below.
C. The following categories of employees may be appointed by the following appointing authorities:

1. Faculty (A or B base) tenured/tenure-eligible - may be hired by the senior vice president and provost, or associate provost.
2. Faculty (A or B base) non-tenure-eligible - may be hired by the respective dean with the following exception: Senior lecturer, senior clinician - hire approved by the senior vice president and provost, or associate provost.
3. Merit staff (E, H or XH base) - may be hired by the president, respective senior vice president, vice president, vice provost, dean, director or department chair (in consultation with, and with approval by University Human Resources).
4. Graduate assistants (C base) and post-doctoral (D base) - Appointees may be hired by the respective dean or director (in accordance with Graduate College policies).
5. Professional and scientific employees (P base) - may be hired by the president, respective senior vice president, vice president, vice provost, dean or director.
6. Contract employees (K base) - may be appointed by the president or respective vice president; however, before an appointing authority may hire, the employment agreement must be reviewed by the Office of University Counsel unless a pre-approved contract form is used.
7. Contract agreements (for foreign national hiring) - may be authorized by the senior vice president and provost or associate provost.
8. Student employees (XH base) - may be hired by the respective employing unit head (senior vice president, vice president, vice provost, dean, director, department chair or supervisor).

D. Others may be granted authority from the appropriate university official either by university policy or by memoranda of delegation. Memoranda of delegation must be filed with each office responsible for the respective category of employee; e.g., the Office of the Senior Vice President and Provost for faculty; University Human Resources for P&S; and the Office of the Graduate College for graduate assistants. Each of these offices is responsible for the retention of memoranda of delegation.

E. Employment action other than hiring takes place in accordance with applicable policies.

Resources

Links

- Personnel and Human Relations Policies
- Contracting Authority (Non-employment Related)
- Contract Delegations Website
- Signature Authority for Internal Transactions
- University Human Resources
- Office of University Counsel
- Regents Policy Manual