

1 Appointment Authority

2 Effective: April 1, 2022

3 Updated/Revised: January 9, 2023

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

5 Contact for P&S, Merit, Temporary, students - [University Human Resources \(UHR\)](#)

6 Contact for Graduate Assistants and Post-Doctoral Scholars - [Graduate College](#)

7 Introduction

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

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

- 14 • Assure that appointment (hiring and renewals) of employees occurs through
15 an authorized official, and
- 16 • Delegate authority to appropriate persons to ensure efficiency of operations.

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

23 Policy Statement

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

- 26 A. The Board of Regents, State of Iowa, has retained authority to hire persons
27 to fill the following positions:
 - 28 1. The Secretary and Treasurer are appointed annually upon
29 recommendation of the president
 - 30 2. The President, vice presidents and heads of major institutional units
31 as determined by the Regents
- 32 B. By law, Regents policy, or rule, the following categories of employees may be
33 appointed by the indicated persons:
 - 34 1. Academic administrators and faculty may be hired by the President.
35 This authority has been further delegated as indicated in Sections
36 C.1. and C.2., below.

- 37 2. Merit employees may be hired by the Vice President for University
38 Human Resources (IAC 681-3.70, 3.81, and 3.82). This authority has
39 been further delegated as indicated in Section C.3., below.
- 40 3. Professional and Scientific (P&S) employees may be hired by the
41 President. This authority has been further delegated as indicated in
42 Section C.5., below.
- 43 C. The following categories of employees may be appointed by the following
44 appointing authorities:
- 45 1. Academic administrators, faculty (tenured/tenure-eligible), senior
46 lecturers, and senior clinicians may be hired by the Senior Vice
47 President and Provost or Associate Provost.
- 48 2. Faculty (non-tenure-eligible) may be hired by the respective Dean
49 with the following exceptions: senior lecturer and senior clinician.
- 50 3. Merit employees may be hired by the President, respective senior
51 vice president, vice president, associate provost, dean, director or
52 department chair (in consultation with and with approval by University
53 Human Resources).
- 54 4. Graduate assistants and post-doctoral scholars may be appointed by
55 the respective dean, director, or department chair (in accordance with
56 Graduate College policies).
- 57 5. Professional and Scientific employees may be hired by the President,
58 respective senior vice president, vice president, associate provost,
59 dean, director, or department chair.
- 60 6. Contract employees may be hired by the President, respective senior
61 vice president or vice president, and, in the case of coaches other
62 than head coaches of intercollegiate athletic teams, by the Athletic
63 Director; however, before an appointing authority may hire, the
64 employment agreement must be reviewed by the Office of University
65 Counsel unless a pre-approved contract form is used.
- 66 7. Contract agreements (for foreign national appointment) may be
67 authorized by the Senior Vice President and Provost or associate
68 provost.
- 69 8. Student employees may be hired by the respective employing unit
70 head (senior vice president, vice president, associate provost, dean,
71 director, department chair or supervisor).
- 72 9. Temporary employees may be hired by the respective employing unit
73 head (senior vice president, vice president, associate provost, dean,
74 director, department chair or supervisor).
- 75 D. Others may be granted authority from the appropriate university official
76 through delegation in the university's enterprise management system.
- 77 E. Employment action other than appointment takes place in accordance with
78 applicable policies.

79 **Resources**

80 **Links**

- 81 • [Recruitment and Selection Policy - P&S](#)

- 82 • [Hiring and Employment Policy](#)
- 83 • [Employment References and Background Checks Policy](#)
- 84 • [Reasonable Accommodations \(Disability\) Policy](#)
- 85 • [Post-Retirement Employment Policy](#)
- 86 • [Compensation Administration Policy](#)
- 87 • [Compensation and Salary Structure Policy - P&S](#)
- 88 • [Additional Compensation Policy](#)
- 89 • [Employee Records Policy](#)
- 90 • [Records Retention Policy](#)
- 91 • [Signature Authority Policy for Internal Transactions](#)
- 92 • [Contracting Authority Policy \(Non-employment Related\)](#)
- 93 • [Contract Delegations Website](#)
- 94 • [Graduate College](#)
- 95 • [University Human Resources](#)
- 96 • [Office of the Senior Vice President and Provost](#)
- 97 • [Office of General Counsel](#)
- 98 • [Board of Regents Policy Manual \(RPM\) - Human Resources \(2.1\)](#)
- 99 • [IAC \(Iowa Administrative Code\)](#)

100 **Files**

- 101 • [Appointment Authority \[Policy in PDF\]](#)