

# PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5021 Delegation of Authority to  
Make Certain Appointments**

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## **BOARD POLICY**

All full-time (0.75 FTE on an annualized basis or more) personnel appointments must be reviewed and approved by the President and reported to the Chancellor. All full-time employment separations shall also be reported to the Chancellor. The Chancellor shall report such changes to the Board on a regular basis.

All full-time System Office personnel appointments and employment separations shall be reported to the Board on a regular basis.

An appointment that represents a new full-time position, or an increase or decrease in budgeted FTE must be reviewed and approved by the Chancellor prior to its effective date.

All part-time appointments (less than 0.75 FTE) must be reviewed and approved by the President and reported to the Chancellor. The Chancellor shall report such changes to the Board on a regular basis.

## **PROCEDURE**

1. Records of the appointments covered by this policy will be maintained in the respective College Human Resources Offices or in the System Office.
2. The System Office will develop appropriate forms for reporting all personnel appointments. All personnel appointments are to be filed in report form with the Chancellor along with all other personnel actions in preparation for Board meetings. Once each year the Chancellor shall provide a summary report to the Board on all full- and part-time faculty, professional and support staff appointments in the System, as well as all vacant positions that have been budgeted.

Policy Adopted: 6/5/93  
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