

31.99.99.M0.01

President’s Delegation of Authority for Human Resources Administration Matrix

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Revised October 22, 1997
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Revised July 29, 2003
Revised December 3, 2003
Revised February 3, 2011
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Standard Administrative Procedure Statement / Reason for Procedure

The Delegation of Authority Matrix for Human Resources Administration is provided as a reference for administration of actions addressed in Texas A&M University Rules, Texas A&M System Regulations and Policies. In the event of a conflict the Rule, Regulation or Policy governs.

Rule and Responsibilities

- 1. General
 - 1.1 ~~*~~Included in the Current Authority column are the Policies, Regulations, and Rules that are applicable to each process. (SP-System Policy, SR-System Regulation, UR-University Rule, SAP-Standard Administrative Procedure)
 - 1.2 ~~***~~Vice presidents or deans may delegate duties related to the administrative operation of their offices consistent with delegations provided to department heads.

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PROCESSES	CURRENT AUTHORITY	ROUTING	AUTHORITY
Compensation:			
1. Additional Compensation to Faculty/Staff Members for Teaching Resident Courses after Regular Work Hours	SP 31.01 SR 31.01.01 UR 31.01.01.M7	(by memorandum) <i>Supervisor</i>	<i>Department Head (both hiring and home departments)</i>
<p><u>STAFF</u></p> <p>2a. Additional Compensation to Staff Members for Extension Center Teaching and Continuous Education Teaching</p> <p><u>FACULTY</u></p> <p>2b. Additional Compensation to Faculty Members for Extension Center Teaching and Continuous Education Teaching</p> <p>For approval of other Faculty appointments in excess of Budgeted 100% assignment see Section 7.2 of the Contracts Delegation of Authority</p>	SP 31.01 SR 31.01.01 UR 31.01.01.M7	(by memorandum) <i>Supervisor</i> (by memorandum) <i>Department Head (hiring and home departments)</i>	<i>Department Head (both hiring and home departments)</i> <i>Dean or designee < \$15,000 annually</i> <i>Dean of Faculties > \$15,000 annually</i>
3. Payments to Employees for Work Performed Outside Scope of Job Responsibilities and Employment in Excess of 100% (non-instructional activities)	SP 31.01 SR 31.01.01 UR 31.01.01.M7	<i>Supervisor</i>	<i>Department Head (both hiring and home departments)</i>
<p>4. Increased salary rates for New Hires up to 10% above minimum rate</p> <p>4a. Classified Personnel - up to 10% above minimum rate</p> <p>4b. Classified Personnel – more than 10% above</p>	SP 31.01 SR 31.01.01 UR 31.01.01.M7	<i>Supervisor</i> <i>Supervisor</i>	<i>Department Head</i> <i>Vice President or designee</i>
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<p>minimum rate</p> <p>4c. Non-Classified Personnel - any amount above the approved or currently budgeted rate</p>		<p><i>Department Head</i> <i>Assoc./Asst Provost or Dean</i> <i>(Academic Division)</i></p> <p><i>Supervisor</i> <i>Department Head</i> <i>Assoc./Asst. Provost or Dean</i> <i>(Academic Division)</i></p>	<p><i>Vice President or designee</i></p>
<p>5. FLSA: Compensatory Time for Exempt Employees (Holiday)</p>	<p>SP 31.01 SR 31.01.02</p>	<p><i>Supervisor</i></p>	<p><i>Department Head</i></p>
<p>6. Creation/Reclassification of Classified Positions</p>	<p>SP 31.01 SR 31.01.01</p> <p>SAP 31.01.01.M7.02</p>	<p><i>Supervisor</i> <i>Department Head</i> <i>Chief Human Resources Officer or designee</i></p> <p><i>Supervisor</i> <i>Department Head</i> <i>Chief Human Resources Officer or designee</i></p>	<p><i>Assoc./Asst. Provost or Dean</i> <i>(Academic Division)</i></p> <p><i>Department Head</i> <i>(Non-Academic Division)</i></p>
<p><u>STAFF</u></p> <p>7a. Creation/Re-titling of Non-classified Non-faculty Positions and Related Career Ladders</p>	<p>SP 31.01 SR 31.01.01</p> <p>SAP 31.01.01.M7.02</p>	<p><i>Supervisor</i> <i>Department Head</i> <i>Chief Human Resources Officer or designee</i></p>	<p><i>Assoc./Asst. Provost or Dean</i> <i>(Academic Division)</i></p> <p><i>Department Head or designee</i> <i>(Non-Academic Division)</i></p>
<p><u>RESEARCH</u></p> <p>7b. Creation/Retitling of Nonclassified Research Positions and Related Career Ladders</p>		<p><i>Supervisor</i> <i>Department Head</i> <i>Assoc./Asst. Provost or Dean</i> <i>(Academic Division)</i></p>	<p><i>Vice President for Research or designee</i></p>

<p>8. Increased salary rates for promotions above minimum rate.</p> <p>8a. Classified Personnel - up to 10% above minimum rate.</p> <p>8b. Classified Personnel – more than 10% above the minimum rate.</p> <p>8c. Non-classified Personnel – any amount above the approved or currently budgeted rate</p>	<p>SR 33.99.04</p> <p>UR 31.01.01.M7</p>	<p><i>Supervisor</i></p> <p><i>Supervisor</i> <i>Department Head</i> <i>Assoc./Asst. Provost or Dean</i> <i>(Academic Division)</i></p> <p><i>Supervisor</i> <i>Department Head</i> <i>Assoc./Asst. Provost or Dean</i> <i>(Academic Division)</i></p>	<p><i>Department Head</i></p> <p><i>Vice President or designee</i></p> <p><i>Vice President or designee</i></p>
<p>9. Pay Plan Amendments and Classified Career Ladders</p> <p>9 a. <u>Campus Wide</u> Pay Plan Amendments and Classified Career Ladders</p>	<p>SR 33.99.01</p> <p>UR 31.01.01.M7</p>	<p><i>Department Head</i> <i>Assoc./Asst. Provost or Dean</i> <i>(Academic Division)</i> <i>Chief Human Resources Officer or designee</i> <i>Vice President</i> <i>Provost and Executive Vice President for Academic Affairs (Academic Division)</i></p>	<p><i>President</i></p>

<p>9b. Pay Plan Amendments and Classified Career Ladders <u>Affecting One Division</u></p>		<p><i>Department Head Assoc./Asst. Provost or Dean (Academic Division) Chief Human Resources Officer or designee</i></p>	<p><i>Vice President</i></p>
<p>10a. Temporary Salary Increases Faculty and Staff <u>FACULTY</u> 10a1. Faculty (routing chart will not include Human Resources) <u>STAFF</u> 10a2. Staff (other than Non-Faculty Research Personnel) 10b. Temporary Salary Supplements for Assistant and Associate Department Head Appointments</p>	<p>SP 31.01 SR 31.01.01 UR 31.01.01.M4</p>	<p><i>Supervisor Department Head Assoc./Asst. Provost or Dean (Academic Division) Chief Human Resources Officer or designee Department Head</i></p>	<p><i>Vice President or designee Dean</i></p>
<p>11. Merit Increases, Counter Offers, and Equity Adjustments Outside the Budget Cycle <u>STAFF</u> 11a. Merit Increases, Counter Offers, and Equity Adjustments Outside the Budget Cycle for Staff (Other than Non-Faculty Research Personnel) <u>FACULTY</u> 11b. Merit Increases, Counter Offers, and Equity</p>	<p>SP 31.01 SR 31.01.01 UR 31.01.01.M2</p>	<p><i>Supervisor Department Head Dean Chief Human Resources Officer or designee Department Head</i></p>	<p><i>Vice President</i></p>
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<p>Adjustments Outside the Budget Cycle for Faculty</p> <p><u>NON-FACULTY RESEARCH</u></p> <p>11c. Merit Increases, Counter Offers and Equity Adjustments Outside the Budget Cycle for Non-Faculty Research Personnel</p> <p><u>GRADUATE ASSISTANTS</u> 11d. Merit Increases and Equity Adjustments Outside the Budget Cycle for Graduate Assistants</p>		<p><i>Dean</i> <i>Associate Provost and Dean of Faculties</i></p> <p><i>Supervisor</i> <i>Department Head</i> <i>Dean</i></p> <p><i>Supervisor</i> <i>Department Head</i> <i>Dean</i></p>	<p><i>Provost and Executive Vice President for Academic Affairs</i></p> <p><i>Vice President for Research</i></p> <p><i>Dean of Graduate Studies</i></p>
<p>12. Hiring Salary Adjustment</p> <p>12a. Hiring salary adjustments after 6 months for Classified and Non-classified employees up to 10%</p> <p>12b. Hiring salary adjustments after 6 months for Classified and Non-classified employees above 10%</p>	<p>SP 31.01 SR 31.01.01 UR 31.01.01.M7</p>	<p><i>Supervisor</i></p> <p><i>Supervisor</i> <i>Department Head</i> <i>Assoc./Asst. Provost or Dean (Academic Division)</i></p>	<p><i>Department Head</i></p> <p><i>Vice President</i></p>
<u>Employee Relations (Discipline and Dismissal):</u>			
<p><u>STAFF</u></p> <p>13a. Written Reprimand for Staff</p> <p><u>FACULTY</u></p> <p>13b. Written Reprimand for Faculty</p>	<p>SP 32.02 SR 32.02.02</p> <p>SAP 32.02.02.M0.02</p>	<p><i>Supervisor</i></p> <p><i>Department Head</i></p>	<p><i>Department Head or designee</i></p> <p><i>Provost and Executive Vice President for Academic</i></p>
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		<i>Dean Dean of Faculties Provost and Executive Vice President for Academic Affairs or designee</i>	<i>Affairs or designee</i>
<p><u>STAFF</u> 14a. Extended Suspension with Pay (Investigation) for Staff</p>	<p>SP 32.02 SR 32.02.02</p> <p>SAP 32.02.02.M0.02</p>	<p><i>Supervisor Department Head Chief Human Resources Officer or designee Assoc./Asst. Dean (Academic Division) Vice President Provost and Executive Vice President for Academic Affairs (Academic Division) (when requests exceed 30 working days)</i></p>	<p><i>Department Head (up to five working days) Vice President (up to 30 total working days, includes the above 5 days) President (beyond 30 working days)</i></p>
<p><u>FACULTY</u> 14b. Extended Suspension with Pay (Investigation) for Faculty</p>	<p>SP 12.02 UR 12.01.99.M2</p>	<p><i>Department Head Dean Dean of Faculties Provost and Executive Vice President for Academic Affairs (beyond 30 days)</i></p>	<p><i>Provost and Executive Vice President for Academic Affairs (up to 30 days) President (beyond 30 days)</i></p>
<p><u>STAFF</u> 15a. Suspension without Pay (Discipline) for Staff</p>	<p>SP 32.02 SR 32.02.02</p> <p>SAP 33.02.02.M0.02</p>	<p><i>Supervisor Department Head Chief Human Resources Officer or designee Office of General Counsel</i></p>	<p><i>Assoc./Asst. Provost or Dean (Academic Division) Department Head - (Non Academic Division)</i></p>
<p><u>FACULTY</u> 15b. Suspension with/without Pay (Discipline) for Faculty</p>		<p><i>Department Head Dean Associate Provost and Dean of Faculties</i></p>	<p><i>Provost and Executive Vice President for Academic</i></p>
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		<i>Office of General Counsel</i>	<i>Affairs</i>
<p><u>STAFF</u> 16a. Transfer, Demotion, and/or Salary Reduction for Disciplinary Reason for Staff</p> <p><u>FACULTY</u> 16b. Transfer, Demotion, and/or Salary Reduction for Disciplinary Reason for Faculty</p>	<p>SP 32.02 SR 32.02.02 SAP 32.02.02.M0.02</p> <p>UR 12.01.99.M2</p>	<p><i>Supervisor</i> <i>Department Head</i> <i>Chief Human Resources Officer or designee</i> <i>Office of General Counsel</i></p> <p><i>Department Head</i> <i>Dean</i> <i>Associate Provost and Dean of Faculties</i> <i>Office of General Counsel</i></p>	<p><i>Assoc./Asst. Provost or Dean (Academic Division)</i> <i>Department Head - (Non Academic Division)</i></p> <p><i>Provost and Executive Vice President for Academic Affairs</i></p>
<p><u>STAFF</u> 17a. Dismissal/Termination for Staff</p> <p><u>FACULTY</u> 17b. Dismissal/Termination for Faculty</p>	<p>SP 32.02 SR 32.02.02 SAP 32.02.02.M0.02</p> <p>UR 12.01.99.M2</p>	<p><i>Supervisor</i> <i>Department Head</i> <i>Chief Human Resources Officer or designee</i> <i>Office of General Counsel</i></p> <p><i>Department Head</i> <i>Dean</i> <i>Associate Provost and Dean of Faculties</i> <i>Office of General Counsel</i></p>	<p><i>Assoc./Asst. Provost or Dean (Academic Division)</i> <i>Department Head - (Non Academic Division)</i></p> <p><i>Provost and Executive Vice President for Academic Affairs</i></p>
<p><u>STAFF</u> 18. Non-Faculty Reduction in Force</p>	<p>SR 33.99.15</p>	<p><i>Department Head</i> <i>Assoc./Asst. Provost or Dean</i></p>	<p><i>President</i></p>
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		<p><i>(Academic Division)</i> <i>Chief Human Resources Officer or designee</i></p> <p><i>Office of General Counsel</i> <i>(approval of RIF plan)</i></p> <p><i>Vice President</i></p>	
<u>Temporary Reduction in Work Force:</u>			
19. Less than 30 Days	SR 33.99.15 UR 33.99.15.M2	<i>Department Head</i>	<i>Chief Human Resources Officer or designee</i>
20. Over 30 Days	SR 33.99.15 UR 33.99.15.M2	<i>Department Head</i> <i>Assoc./Asst. Provost or Dean</i> <i>(Academic Division)</i> <i>Chief Human Resources Officer or designee</i>	<i>Vice President</i>
<u>Leave:</u>			
21. Approval to Attend Conferences and Professional Meetings	SP 31.03 SR 31.03.03 SAP 31.03.03.M0.01	<i>Supervisor</i>	<i>Department Head or designee</i>
22. Sick Leave with Pay	SP 31.03 SR 31.03.02 UR 31.03.02.M1	<i>Supervisor</i>	<i>Department Head or designee</i>
23. Sick Leave without Pay	SP 31.03 SR 31.03.02 UR 31.03.02.M1	<i>Supervisor</i>	<i>Department Head</i>
24. Sick Leave Pool	SP 31.06 SR 31.06.01	<i>Supervisor</i>	<i>Chief Human Resources</i>
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	UR 31.03.02.M1	<i>Department Head</i>	<i>Officer or designee</i>
25. 25a. Emergency Leave of Absence – for Death in Family: Up to 5 days 25b. Emergency Leave of Absence – for Death in Family beyond 5 days	SP 31.03 SR 31.03.03 SAP 31.03.03.M0.01 SP 31.03 SR 31.03.03 SAP 31.03.03.M0.01	<i>Supervisor</i> <i>Supervisor</i> <i>Department Head</i> <i>Assoc./Asst. Provost or Dean</i> <i>(Academic Division)</i>	<i>Department Head or designee</i> <i>Vice President or designee</i>
26 Emergency Leave of Absence for Other Circumstances (Delegation for specified circumstances is pending)	SP 31.03 SR 31.03.03 SAP 31.03.03.M0.01	<i>Supervisor</i> <i>Department Head</i> <i>Assoc./Asst. Provost or Dean</i> <i>(Academic Division)</i> <i>Vice President</i>	<i>President</i>
27. 27a. <u>University Closure</u> due to Unsafe Working and Travel Conditions 27b. <u>Worksite Closure</u> due to Unsafe Working Conditions	SP 31.03 SR 31.03.03 SAP 31.03.03.M0.01	-- Department Head Assoc./Asst. Provost or Dean (Academic Division)	<i>Assistant Vice President – Office of Safety and Security</i> <i>Assistant Vice President – Office of Safety and Security</i> <i>Or</i> <i>Vice President</i>
28a. Foreign Travel: Paid from State Funds (Canada and Mexico excluded from the provisions of the	21.01.03 UR 21.01.03.M1	<i>Supervisor</i> <i>Department Head</i>	<i>Vice President</i>
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<p>University Rule on this topic)</p> <p>28b. Foreign Travel: Paid from Non-State Funds (Canada and Mexico excluded from the provisions of the University Rule on this topic)</p> <p>28c. Foreign Travel to Locations for which a Travel Advisory or Warning is in Effect</p>		<p><i>Assoc./Asst. Provost or Dean (Academic Division)</i></p> <p><i>Supervisor</i> <i>Department Head</i></p> <p><i>Supervisor</i> <i>Department Head</i> <i>Assoc./Asst. Provost or Dean (Academic Division)</i> <i>Vice President</i> <i>Provost and Executive Vice President for Academic Affairs (Academic Division)s</i></p>	<p><i>Vice President or designee (Non Academic Division)</i> <i>Dean or designee (Academic Division)</i></p> <p><i>President</i></p>
<p>29. Foreign Service Leave</p>	<p>SP 31.03 SR 31.03.04</p> <p>SAP 31.03.04.M0.01</p>	<p><i>Supervisor</i> <i>Department Head</i> <i>Assoc./Asst. Provost or Dean (Academic Division)</i> <i>Provost and Executive Vice President for Academic Affairs (Academic Division)</i></p>	<p><i>President</i></p>
<p>30. Volunteer Firefighter Leave</p>	<p>SP 31.03 SR 31.03.03</p> <p>SAP 31.03.03.M0.01</p>	<p><i>Supervisor</i></p>	<p><i>Department Head or designee</i></p>
<p>31. Service in Non-elective State Office</p>	<p>SP 07.01</p>	<p><i>Department Head</i> <i>Assoc./Asst. Provost or Dean (Academic Division)</i></p>	<p><i>President</i></p>

		<i>Vice President Provost and Executive Vice President for Academic Affairs (Academic Division)</i>	
32. Vacation Leave (Faculty positions require 12 month appointments)	SP 31.03 SR 31.03.01	<i>Supervisor</i>	<i>Department Head or designee</i>
33. Jury Service (Duty)	SP 31.03 SR 31.03.03 SAP 31.03.03.M0.01	<i>Supervisor</i>	<i>Department Head or designee</i>
34. University Request for Employee Deferral from Military Service	SP 31.03 SR 31.03.06	<i>Department Head Assoc./Asst. Provost or Dean (Academic Division) Vice President Provost and Executive Vice President for Academic Affairs (Academic Division) President</i>	<i>Chancellor</i>
35. Military Training and Duty (National Guard, Reserves Duty)	SP 31.03 SR 31.03.06 SAP 31.03.03.M0.01	<i>Supervisor</i>	<i>Department Head or designee</i>
36. Leave of Absence for Employees who are Blind	SP 31.03 SR 31.03.03 SAP 31.03.03.M0.01	<i>Supervisor</i>	<i>Department Head or designee</i>
<u>Leave of Absence without Pay:</u>			

<p><u>STAFF</u> 37a. Leave of Absence without Pay (other than Sick Leave) for Staff (up to 30 days)</p> <p>37b. Leave of Absence without Pay (other than Sick Leave) for Staff (31 days to one year)</p> <p><u>FACULTY</u> 37c. Leave of Absence without Pay (other than Sick Leave) for Faculty (up to one year)</p> <p>37d. Leave of Absence without Pay (other than Sick Leave) for Faculty and Staff after one year</p>	<p>SP 31.03 SR 31.03.04</p> <p>SAP 31.03.04.M0.01</p>	<p><i>Supervisor</i></p> <p><i>Supervisor Department Head</i></p> <p><i>Dean Dean of Faculties</i></p> <p><i>Supervisor Department Head Dean (Academic Division) Dean of Faculties (Academic Division) Vice President Provost and Executive Vice President for Academic Affairs (Academic Division)</i></p>	<p><i>Department Head or designee</i></p> <p><i>Vice President or designee</i></p> <p><i>Provost and Executive Vice President for Academic Affairs or designee</i></p> <p><i>President</i></p>
<u>Performance Evaluations:</u>			
<p><u>STAFF</u> 38a. Non-faculty Employees</p> <p><u>FACULTY</u> 38b1. Faculty</p> <p>38b2. Post Tenure Review</p> <p>38b3. Chair Holders</p>	<p>SR 33.99.03 UR 33.99.03.M1 UR 12.01.99.M2</p>	<p><i>Supervisor</i></p> <p>--</p> <p><i>Department Head</i></p> <p><i>Department Head</i></p>	<p><i>Department Head</i></p> <p><i>Department Head</i></p> <p><i>Dean</i></p> <p><i>Dean</i></p>
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<u>Other:</u>			
39. Nepotism: Direct or Indirect Supervision of Relations (authority over salary or terms and conditions of employment)	SP 33.03	<i>Supervisor Department Head Assoc./Asst. Provost or Dean (Academic Division) Chief Human Resources Officer or designee Vice President Provost and Executive Vice President of Academic Affairs (Academic Division)</i>	<i>President</i>
40. Employees Registering as Students	SP 31.03 SR 31.03.03 SAP 31.03.03.M0.01	<i>Supervisor</i>	<i>Department Head</i>
41. Personnel Employed on contracts with Texas A&M Research Foundation: Exceptions	SR 33.99.10	<i>Department Head Assoc./Asst. Provost or Dean (Academic Division) Vice President Provost and Executive Vice President for Academic Affairs (Academic Division)</i>	<i>President</i>
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<p><u>STAFF</u> 42a. Outside Employment/ Consulting for Staff</p> <p><u>FACULTY</u> 42b. Outside Employment/ Consulting for Faculty</p>	<p>SP 31.05 SR 31.05.02</p> <p>SP 31.05 SR 31.05.01</p>	<p><i>Supervisor</i></p> <p><i>Department Head</i></p>	<p><i>Department Head</i></p> <p><i>Dean</i></p>
<p>45. Flexible Work Schedule</p>	<p>SP 33.06 SR 33.06.01 UR 33.06.01.M1 UR33.06.01.M1.01</p>	<p><i>Supervisor</i></p>	<p><i>Department Head</i></p>
<p>46a. Approval of Alternate Work Location</p> <p>46b. Modification of previously approved Alternate Work Location</p> <p>46c. Termination of Alternate Work Location</p>	<p>SAP 33.06.01.M0.01</p>	<p><i>Supervisor</i> <i>Department Head</i> <i>Chief Human Resources or designee</i> <i>Dean or Assistant Associate Provost and Executive Vice President for Academic Affairs (AcademicDivision)</i></p> <p><i>Supervisor</i></p> <p><i>Supervisor</i> <i>Next level Supervisor</i></p>	<p><i>Vice President</i></p> <p><i>Department Head</i></p> <p><i>Department Head</i></p>

Contact Office

For information on clarification on this SAP contact Human Resources, [Policy and Practice Review](#) at (979) 862-3331 or by email at hrpolicy@tamu.edu.

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