May 28, 2008

CLAIRE TREVOR SCHOOL OF THE ARTS
ASSISTANT DEAN

RE:  Redelegation of Authority – Appointments, Promotions, Demotions, Dismissals, and Compensation of Certain Staff Personnel

This will serve as notice that I am redelegating to the Assistant Dean certain authorities that were delegated to me regarding Staff Policy 30, Salary. The related authority for appointments, promotions, demotions, dismissals, and compensation of certain staff personnel was delegated to Chancellors by Presidential Delegation DA 2087, on September 15, 1997 and then redelegated on August 4, 2004 in IDA 381.

In accordance with Personnel Policies for Staff Members and Personnel Procedures for UCI Staff members, you are authorized to:

- Approve administrative stipends for temporary assignments, not to exceed 15 percent or the maximum salary of the higher level position when added to the base salary;
- Approve an appointment rate up to the midpoint of the assigned Managers and Senior Professionals salary range. In consultation with Human Resources, above midpoint appointments for Professional and Support Staff may be approved.
- Approve a salary increase up to 15 percent upon promotion or reclassification for Professional and Support Staff and Managers and Senior Professionals;
- Approve a salary change for a Professional and Support Staff lateral transfer only in consultation with Human Resources and under exceptional circumstances;
- Approve an equity increase to correct an individual Professional and Support Staff position equity problem.

These authorities may not be redelegated further.

Nohema Fernández
Dean
Claire Trevor School of the Arts

C:  Chief Campus Counsel
  Assistant Vice Chancellor-Human Resources
  Director, Internal Audit
  Director, Internal Controls
  Administrative Policies Coordinator

UNIVERSITY OF CALIFORNIA—(Letterhead for interdepartmental use)