VARIOUS OFFICERS AND ADMINISTRATORS

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

The 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. Personnel Policy for Staff Members (PPSM)-30 and PPSM-34 set forth provisions related to compensation and incentive awards, and Personnel Procedures for UCI Staff Members (Procedure)-30 and Procedure-34, provide information concerning the UC policies’ implementation at UCI. I am redelegating certain of those authorities as follows*:

PART 1
ASSOCIATE CHANCELLOR/CHIEF HUMAN RESOURCES EXECUTIVE

In accordance with PPSM and UCI Procedures, you are authorized to:

- Establish local salary ranges in accordance with prevailing market practices up to the maximum grade of the Managers and Senior Professionals salary ranges;
- Distribute range adjustment funding in accordance with Universitywide guidelines and within annual funding parameters;
- Establish trainee rates below the minimum of the range for the appropriate staff classifications;
- Determine eligibility for merit and annual salary increases;
- Approve administrative stipends more than one year in duration;
- Approve salary increases exceeding 24.4 percent for Professional and Support Staff and Managers and Senior Professionals.

These authorities may not be further redelegated.

PART 2
PROVOST AND EXECUTIVE VICE CHANCELLOR
ASSOCIATE CHANCELLORS
VICE CHANCELLORS
ASSOCIATE PROVOST AND EXECUTIVE VICE CHANCELLOR
CHIEF FINANCIAL OFFICER–UCI MEDICAL CENTER
CHIEF INFORMATION OFFICER–UCI MEDICAL CENTER
CHIEF MEDICAL OFFICER–UCI MEDICAL CENTER
CHIEF NURSING OFFICER–UCI MEDICAL CENTER
CHIEF OPERATING OFFICER–UCI MEDICAL CENTER
CHIEF STRATEGY OFFICER–UCI MEDICAL CENTER
DEANS
UNIVERSITY LIBRARIAN
DIRECTOR–INTERCOLLEGIATE ATHLETICS
In accordance with PPSM and UCI Procedures, you are authorized to approve:

- Administrative stipends up to 15 percent of the current base salary, and not more than one year in duration;
- Appointment rates up to the midpoint of the assigned Managers and Senior Professionals salary range;
- Appointment rates above the midpoint of the assigned Professional and Support Staff salary range, following consultation with Human Resources;
- Salary increases up to 15 percent for Professional and Support Staff;
- Salary increases up to 15 percent for promotions and reclassifications of Managers and Senior Professionals.

All actions must follow the “one-step-up” rule where supervisors must consult their supervisor before approving an action for an employee that directly reports to them.

These authorities may be redelegated, however any redelegations must be reviewed and approved by the Associate Chancellor/Chief Human Resources Executive and processed in accordance with UCI Sec. 103-12: Delegation of Authority and Signature Authorization Guidelines.

**PART 3**

PROVOST AND EXECUTIVE VICE CHANCELLOR
ASSOCIATE CHANCELLOR/CHIEF OF STAFF
ASSOCIATE CHANCELLOR/CHIEF HUMAN RESOURCES EXECUTIVE
VICE CHANCELLORS
ASSOCIATE PROVOST AND EXECUTIVE VICE CHANCELLOR
ASSOCIATE VICE CHANCELLOR OF ADMINISTRATION/CHIEF OF STAFF–HEALTH AFFAIRS
CHIEF FINANCIAL OFFICER–UCI MEDICAL CENTER
CHIEF INFORMATION OFFICER–UCI MEDICAL CENTER
CHIEF MEDICAL OFFICER–UCI MEDICAL CENTER
CHIEF NURSING OFFICER–UCI MEDICAL CENTER
CHIEF OPERATING OFFICER–UCI MEDICAL CENTER
CHIEF STRATEGY OFFICER–UCI MEDICAL CENTER
DEANS
UNIVERSITY LIBRARIAN
DIRECTOR–INTERCOLLEGIATE ATHLETICS

In accordance with PPSM and UCI Procedures and the stated considerations for granting exceptional approval, you are delegated the authority to approve:

- Administrative stipends of not more than one year in duration exceeding 15 percent, but no more than 25 percent, of the current base salary;
- Appointment rates above the midpoint of the assigned Managers and Senior Professionals salary range;
- Salary increases exceeding 15 percent, but below 24.4 percent, for Professional and Support Staff;
- Salary increases exceeding 15 percent, but below 24.4 percent, for promotions and reclassifications of Managers and Senior Professionals;
• Equity increases and salary increases upon lateral transfer of Managers and Senior Professionals.

All actions must follow the “one-step-up” rule where supervisors must consult their supervisor before approving an action for an employee that directly reports to them.

These authorities may not be further redelegated.

*All approval authorities herein are only for actions for positions that fall under the Indexed Compensation Level (ICL), the total cash compensation benchmark for certain compensation approval and reporting requirements. The ICL is adjusted annually in accordance with the California Consumer Price Index (CPI) Urban Consumers for all items as determined by the Bureau of Labor Statistics and as reported to the Board of Regents.


Howard Gillman
Chancellor

C: Office of Campus Counsel
   Assistant Vice Chancellor–Accounting & Fiscal Services
   Executive Director–Campus Human Resources
   Executive Director–Health Sciences Human Resources
   Executive Director–Medical Center Human Resources
   Director–Internal Audit
   Manager–Administrative Policies