

## **Provost Approvals needed**

Last revision 2/24/2014; only change since 9/13/13 is noted with **yellow highlight**.

### **Note:**

“Dean” in this document is used as shorthand for College Deans, Deputy (not Associate) Deans, Deputy Provost, Vice Provosts, Vice President for Student Life, or Associate Provost for Administration & Enrollment Services.

### **Appointments and Reclassifications:**

See separate document.

### **S-Contract Rate Exceptions:**

Appendix A of the Collective Bargaining Agreement specifies standard rates for teaching credit classes. The faculty handbook specifies limits on total additional university payments to faculty. Exceptions to these standard S-contract rates and limits should be approved by the appropriate Chair and Dean. All S-contracts for “defined senior professionals” also should be approved by the appropriate Dean. All S-contracts (other than credit teaching at standard rates) over \$5,000 should be approved by the appropriate Dean.

The Provost only needs to approve exceptions to standard rates under these circumstances:

- Provost should approve exceptions to standard rates for benefitted employees (not retirees).
- S-contracts for people who report directly to the Provost must be approved by the Provost.

Notes:

- Deans must personally approve exceptions to the limits on additional university payments to faculty specified in the faculty handbook. The Provost does not need to approve these.
- When consistent with a department’s approved workload policy, and with contact hours as justification, certain specific courses have been approved for payment for credit hours above the credit hours listed in the catalog. This may continue with the approval of the appropriate Chair and Dean. The Provost does not need to approve these.
- With Chair and Dean approval, retired faculty may be paid at the rates they were paid prior to retirement rather than the “standard” of the floor rate for their rank.

### **Administrative Supplements:**

Provost will continue to approve the addition of administrative supplements with this exception: Authority to approve appointments of (and administrative supplements for) program directors and other academic administrative “sub-chair” level appointments who do

not have primary authority over faculty is delegated to deans; do not need provost approval for these appointments or supplements associated with them.

**FTE Changes:**

The Provost no longer needs to approve changes in FTE for employees or positions. The **Vice Provost for Faculty Affairs & Diversity** must approve any changes in faculty FTE which lead to a member of the bargaining unit no longer being in the bargaining unit, and should be notified of any FTE changes which lead to someone becoming a member of the bargaining unit.

**Mid-Year Salary Adjustments:**

The Dean must personally approve any mid-year (non-BTA) salary adjustments. The Provost must approve any such adjustments for faculty, but not for non-faculty positions.

**Moving Expenses:**

UD Policy 3-11 outlines allowable relocation costs for incoming Faculty and Professional Staff. Per that policy, “Any exception to this policy must have prior approval of the Dean for the amounts up to \$5,000 and of the Dean and the Provost for amounts over \$5,000 for academic departments and of the Executive Vice President and University Treasurer for administrative departments. Such prior approval must be attached to the Request for Reimbursement of Relocation Costs.”

Henceforth, Provost approval is no longer needed for exceptions to this policy if the unit has the funds available to cover the costs. Exceptions may be approved by the Dean in such cases. Provost approval is only required if the unit does not have funds available to cover the costs.

**Assistant Professor probationary reviews (two and four-year)**

Once, at the end of each semester, the Dean is to provide the Provost with a list of completed two- and four-year pre-tenure reviews. The lists are to include the name of the assistant professor, date of hire, date the review was initiated, and date the review was completed. Deans must also indicate any 2 and 4 year reviews that have not been completed on-cycle and the reasons for any delay.

HR needs copies of renewal letters; the Provost does not.

**Associate Professor/Professor post-tenure reviews**

Once, at the end of each semester, the Dean is to provide the Provost with a list of completed post-tenure reviews. The lists are to include the name of the professor, date the review was initiated, and date the review was completed.

**Sabbaticals**

Deans give final approval for sabbaticals; the Provost should be copied only. The exception to this is when there is any variation to what is written in the Faculty Handbook concerning the sabbatical terms and policies. Only the Provost may grant exceptions. Note that authority to approve faculty teaching during sabbatical is delegated to deans. Note also that Deans have the authority to approve sabbatical deferrals, but the Provost's Office should be notified.

### **Payments to Faculty on Leave**

As noted above, the authority to approve faculty teaching during sabbatical is delegated to deans. Deans also have the authority to approve payment to faculty for teaching, research, or other activities while on sabbatical or other types of leave, such as retirement leave.

### **Junior Faculty Research Semesters**

Deans give final approval for research semesters; the Provost should be copied only. The exception to this is when there is any variation to what is written in the Faculty Handbook concerning the junior faculty research semester terms and policies. Only the Provost may grant exceptions.

### **Extension of Terms for PDFs, PDRs, and LTRs**

The Provost no longer needs to approve extension of appointments beyond three years for post-doctoral fellows, post-doctoral researchers, or limited term researchers. These may be extended with the approval of the Dean, as of 9/28/09.

### **LTR Appointment Exceptions**

Generally, a limited term researcher must have at least a master's degree. This designation is for researchers with special skills to bring to a short term project/projects (maximum 3 years except in the case of exceptions; see above). Exceptions to the "minimum of a master's degree" rule may be made by the Dean. Deans should consider whether the person truly has special qualifications to conduct the research in question when considering requests for exceptions.