



3344-61-02 Appointment and conditions of employment.

(A) Appointment.

Appointments shall be made in accordance with the affirmative action plan of the university as approved by the board of trustees.

(B) Procedures for appointment.

The unit, in conjunction with human resources compensation, develops a job description detailing the duties, responsibilities and minimal requirements and qualifications necessary to perform the functions of the position. Human resources compensation analyzes the description and assigns a salary grade to the position. Following this process, the unit obtains presidential or designee approval, and authorizes university administrator approval to initiate the appointment.

(C) Letter of appointment terms.

Only the president, or an authorized university administrator or designee, may provide a staff member with a letter of appointment, which stipulates the term of appointment, title, salary grade and salary. Professional staff members are considered employees at will, subject to the provisions of these policies. Professional staff members shall receive subsequent notice of salary adjustments, as appropriate.

(D) Professional staff regular and temporary appointment.

There are two categories of appointment: regular or temporary.

(1) Regular Appointment. Regular appointments are identified as regular base-funded or regular funds-available.

(2) Regular base-funded. Regular base-funded are appointments to positions that are funded by instruction and general, general fee or auxiliary funds. The individual occupying the position is designated as full-time or part-time.

- (3) Corresponding employment appointments may be renewed annually.
- (4) Regular funds-availably.

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- (2) Offer of appointment, initial date of employment, and letter of appointment;
- (3) Job description(s);
- (4) Documents relating to position classification, grade, and length of time in position;
- (5) Documents pertaining to reclassifications or transfers;
Documents pertaining to salary recommendations;
- (6) Documents pertaining to the professional activities and accomplishments;
- (7) Performance evaluations and reviews;
- (8) Disciplinary actions and information pertaining to disciplinary actions; personnel actions pertaining to extended leaves;
- (9) Information pertaining to separation from employment.
- (10)

(G) Joint appointments

- (1) Persons with appropriate qualifications may be given a joint appointment to the faculty and professional staff. In