

MEMO



COLLEGE OF LIBERAL ARTS

Dean's Office

1290 Beering Hall
100 N. University Street
West Lafayette, IN 47907
(765) 494-3666 Fax: (765) 494-3660

TO: Liberal Arts Department Heads
FROM: Mona Holdcraft and Joan Marshall
DATE: 7/1/05
SUBJECT: Approval of Appointments and Personnel Actions

The Board of Trustees has taken further action to delegate final approval of appointments and personnel actions to the president. These additional delegations included associate and assistant deans and department heads. Offer letters should continue to note that the offer is being made "contingent upon the approval of the _____" (insert the appropriate designee from the following list).

New Appointments, Salary Increases, Changes in Rank/Classification/Title		
Board of Trustees	President	Provost
Vice Presidents	Dean (change in appointment)	Assoc. & Asst. Deans
Dean (new)		Department Heads
Named Professorship		Tenured Faculty
Distinguished Professorship		Tenure-Track Faculty
Endowed Professorship		Clinical/Professional Faculty
		Continuing Lecturer
		Visiting Faculty
		Lecturers
		A/P Staff
		Post Doctoral Appointments
		Adjunct Faculty

Other Actions or Appointments		
Board of Trustees	President	Provost
Emeritus Status (policy exceptions)		Exceptions to Leave Policies
		Appointments after Retirement
		Exception to Sabbatical Leaves
		Exceptional Activities/Actions

Please note: Final approval of the appointment of research faculty is delegated by the Provost to the Vice President for Research.

If you have any questions concerning this information, please contact us.