

IDA 638

August 17, 2023

**Administrators listed below in Groups 1 and 2**

RE: Delegation of Authority – Appointments, Promotions, Lateral Transfers, Demotions, and Compensation of Certain Staff Personnel (Career, Contract, and Limited)

The authority for appointments, promotions, demotions, and compensation of certain staff personnel was delegated to chancellors by Presidential Delegation DA 2087 on September 15, 1997. Subsequently, all compensation-related authorities were delegated via Personnel Policy for Staff Members (PPSM)-30, which sets forth provisions related to compensation. Personnel Procedures for UCI Staff Members (Procedure)-30 provides information concerning the UC policy's implementation at UCI. Regents Policy 7706 allows chancellors to delegate authority to approve appointments for rehired retirees. I am redelegating certain of the above referenced authorities as follows:

In accordance with PPSM and UCI Procedures, the following individuals are authorized to approve the actions listed below:

- 1. 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.**
2. 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.
3. Unless otherwise specified, the authorities detailed in the table below may be redelegated, however any redelegation must be reviewed and approved by the Vice Chancellor and Chief Human Resources Officer (VC/CHRO) and processed in accordance with UCI Sec. 103-12: Delegation of Authority and Signature Authorization Guidelines.

Approval Authority Definitions:

Group 1: Assistant/Associate University Librarian, Administrative Services--Libraries; Associate Vice Chancellor, Administration/Financial Operations & Research Program Services--Research; Senior Associate Vice Chancellor-- Division of Finance and Administration; CIO & Associate Vice Chancellor OIT; Chief Operating Officer-- University Advancement; Associate Vice Chancellor, Auxiliary Services & Business Enterprises--Student Affairs; Assistant Vice Chancellor/Chief of Staff, Communications & Special Programs--Student Affairs; Associate Vice Chancellor of Finance, Health Affairs Associate Dean of Administration & Finance, School of

Medicine; Senior Assistant Deans of Administration (Schools); Associate Vice Provost, Chief of Staff – Office of Vice Provost for Teaching & Learning; Chief Administrative Officer/ Director, External Relations - Beall Applied Innovation; Associate Vice Provost – Graduate Division

Group 2: Provost and Executive Vice Chancellor; Vice Chancellors; Chief Campus Counsel; Associate Chancellor/Chief of Staff; Associate Provost/Chief of Staff; Director–Intercollegiate Athletics; Deans; Director and Founding Dean, Program in Public Health; University Librarian–Libraries; Vice Provosts; Associate Vice Provost of Career Pathways; Chief Innovation Officer and Executive Director–Beall Applied Innovation; Chief Global Affairs Officer and Assistant Vice Chancellor Global Engagement; Museum Director; **UCI Health System: Chief Executive Officer**, Chief Operating Officer, Chief Financial Officer; Chief Information Officer; Chief Strategy Officer; Chief Medical Officer; Chief Nursing Executive; Executive Director Ambulatory

Group 3a: Campus Human Resources. For purposes of this authority, **Human Resources** refers to units reporting to the VC/CHRO and excludes decentralized HR units in schools and other areas on campus.

Group 3b: Health Affairs HR. For purposes of this authority, **Human Resources** refers to units reporting to the VC/CHRO and excludes decentralized HR units in schools and other areas on campus.

Group 4: Vice Chancellor and Chief Human Resources Officer

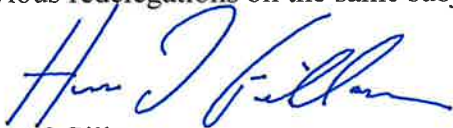
| Approval Authority | Compensation Actions   | Rehired Retiree  | Merit Program   |
|--------------------|--|--|---|
| <u>Group 1</u>     | <ul style="list-style-type: none"> <li>• Annual salaries up to \$190K</li> <li>• Appointment rates up to 25<sup>th</sup> percentile (except for lateral transfer or transfer to lower grade, see Group 3)</li> <li>• Salary increases (all base-building actions<sup>1</sup>, excluding lateral transfer or transfer to lower grade, see Group 3) up to 10%</li> <li>• Stipends up to 12 months duration, up to 10%</li> <li>• Approve appointment salaries for limited appointments</li> </ul>              | Any department head whether listed above or not may sign as “Department Head” on the Retired Employee Approvals Form (UBEN 138). | Perform merit calibrations; determine merit levels and merit award amounts. [Supervisors make merit level recommendations.] |
| <u>Group 2</u>     | <ul style="list-style-type: none"> <li>• Annual salaries up to \$230K</li> <li>• Appointment rates up to midpoint (except for lateral transfer or transfer to lower grade, see Group 3)</li> <li>• Salary increases (all base-building actions<sup>1</sup>, excluding lateral transfer or transfer to lower grade, see Group 3) up to 15%</li> <li>• Stipends up to 12 months duration, up to 20%</li> <li>• Approve STAR Awards</li> <li>• Approve appointment salaries for limited appointments</li> </ul> | Authorized to sign as “Dean/Director/Principal Officer” on the Retired Employee Approvals Form (UBEN 138). <sup>2</sup>          | Perform merit calibrations; determine merit levels and merit award amounts. [Supervisors make merit level recommendations.] |

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|--|--|---|---|
| <p><b>Group 3a<br/>(HR Campus)</b></p>     | <p>Compensation actions listed below for which Human Resources and the unit requesting the action concur:</p> <ul style="list-style-type: none"> <li>• New hire appointment salaries (career, contract) if greater than midpoint (or 50<sup>th</sup> percentile) of salary range</li> <li>• Salary Increase (all base-building actions)<sup>1</sup> greater than 15%</li> <li>• Increase upon lateral transfer or transfer to lower grade</li> </ul> | <p>N/A</p>  | <p>Provide review and oversight to departments on merit process and calibration of merit levels and merit increases, approve exceptions</p> |
| <p><b>Group 3b (HR Health Affairs)</b></p> | <p>All compensation actions reviewed by HR Health Affairs</p>  |   |   |
| <p><b>Group 4<br/>(VC/CHRO)</b></p>        | <ul style="list-style-type: none"> <li>• Any compensation action referenced in Group 3 above for which Human Resources and the unit requesting the action DO NOT concur.</li> <li>• Stipends <u>more than</u> 12 months in duration and/or <u>exceeding</u> 20% of the current base salary<sup>2</sup></li> <li>• Annual salaries at/above \$230K, but below ICL</li> </ul>  | <p>Appointments for rehired retirees consistent with Regents Policy 7706 for actions not exceeding the Indexed Compensation Level. May sign as "Executive Officer."<sup>2</sup></p> | <p>Determine eligibility for merit and annual salary increases.<sup>2</sup></p>   |

<sup>1</sup> Salary increases considered base-building actions include internal promotional increases for existing staff (as the result of recruitment), reclassifications, equity actions, or lateral transfers (any UC location).

<sup>2</sup> This authority may not be further redelegated.

This redelegation supersedes IDA 611, my January 22, 2019, delegation of authority, and all previous redelegations on the same subjects.



Howard Gillman  
Chancellor

- cc: Office of Campus Counsel  
 Vice Chancellor–Accounting & Fiscal Services  
 Vice Chancellor and Chief Human Resources Officer  
 Executive Director, Human Resources  
 Director–Internal Audit  
 Policy and Compliance Specialist