

## Approval and Signature Authority

Revised: April 5, 2011

<b>ACADEMIC PERSONNEL</b>			
<b>Rank</b>	<b>Action</b>	<b>Approvals</b> <i>cc to all in approval chain plus Human Resources and others noted</i> <b>Bold</b> = in consultation with the relevant advisory body*	<b>Signature</b>
<b>Professors</b>  <i>including Practice, Research, and Clinical – same except no BOT approval</i>	initial appointment	<b>Chair → Dean → Provost → President → BOT</b>	President
	reappointment	<b>Chair → Dean → Provost → President</b>	Provost
	promotion to the rank of	<b>Chair → Dean → Provost → President → BOT</b>	President
	notification of non-renewal (terminal year)	<i>cc Chair, Dean, Provost</i>	President
	resignation or retirement (confirmation letter)	<b>Chair → Dean → Provost →</b>	President
<b>Associate Professors</b>  <i>including Practice, Research, and Clinical – same except no BOT approval</i>	initial appointment	<b>Chair → Dean → Provost → President → BOT</b>	President
	reappointment	<b>Chair → Dean → Provost → President</b>	Provost
	promotion to the rank of	<b>Chair → Dean → Provost → President → BOT</b>	President
	notification of non-renewal (terminal year)	<i>cc Chair, Dean, President</i>	Provost
	resignation or retirement (confirmation letter)	<b>Chair → Dean →</b>	Provost
<b>Assistant Professors</b>  <i>including Practice, Research, and Clinical</i>	initial appointment	<b>Chair → Dean → Provost</b>	Provost
	reappointment	<b>Chair → Dean → Provost</b>	Provost
	notification of non-renewal (terminal year)	<i>cc Chair, Dean, President</i>	Provost
	resignation or retirement (confirmation letter)	<b>Chair → Dean →</b>	Provost
<b>Appointment following non-promotion</b>	initial temporary appointment (one year)	<b>Chair → Dean → Provost</b>	Provost
	reappointment	<b>Chair → Dean → Provost</b>	Dean
	non-renewal		Dean

\* **Bold** indicates that approval is made in consultation with the relevant advisory body: Department members for Chair, Faculty Advisory Committee for Dean, and BOD for Provost

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<b>Visiting faculty</b>	appointment (normally not exceeding two years), and reappointment	<b>Chair</b> → <b>Dean</b> → Provost	Provost
<b>Adjunct faculty (all ranks)</b>	(non-REP, part-time appointments)	<b>Chair</b> → <b>Dean</b>	Dean
<b>Non-professorial academic appointments</b>	Lecturers/Sr. Lecturers, Instructors/Asst. Instructors/Instructors of Practice, Executives-in-Residence	<b>Chair</b> → <b>Dean</b> <i>cc Provost</i>	Dean
	Post-doctoral Fellows, Preceptor Associates, Research Associates, Research Assistants, Sr. Research Assistants, Associates	Chair → Dean <i>cc Provost</i>	Dean
<b>REP administrative appointments</b>	adjunct appointments	VP of REP → President	President
	secondments and leaves	<b>Chair</b> → <b>Dean</b> → <b>Provost</b> → President	President
<b>Salary increase letters</b>	professorial ranks	<i>cc respective Dean</i>	Provost
	non-professorial academic ranks		Dean
<b>Leave requests (long-term)</b>	faculty	<b>Chair</b> → <b>Dean</b> → Provost	Provost
	leave notification letter		HR Director
<b>Outside Activity Requests</b>	all except President's and Provost's direct reports		Dean
	Permission for outside teaching	Chair → Dean → Provost	Provost
<b>Letters of Temporary Appointment</b>	particularly summer contracts	Chair → Dean	HR director

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<b>Personnel related contractual matters</b>	Including but not limited to: Educational Allowance, Travel Allowance, Salary and Payroll Authorizations, End-of-Service Retirement Benefits, Employment Certif.		HR director

<b>NON-ACADEMIC PERSONNEL</b>	
<b>Action</b>	<b>Signature</b> <i>with approval of respective unit head</i>
<b>Salary increase letters (staff above grade 12)</b>	Respective Unit Head
<b>Retirement notice letters</b>	VP-HR
<b>Letters of appointment and personnel action</b> <b>Promotion and transfer letters</b> <b>Resignation</b> <b>Termination</b> <b>Official warnings and disciplinary action</b> <b>Salary and allowance payroll authorizations</b> <b>Benefit allowance authorizations</b> <b>Termination benefits authorizations (end-of-service indemnity)</b> <b>Employment certificates</b> <b>Leave without pay confirmation letters</b>	HR director
<b>REP appointments</b>	President <i>with approval of VP/Dean when relevant</i>

<b>STUDENTS</b>			
		<b>Approval</b>	<b>Signature</b>
<b>Diplomas</b>		Faculty → Senate	Registrar, Dean, and President
<b>Penrose Award Winners</b>		Dean → President	President
<b>CEC</b>	Certificates and Diplomas		CEC Director and VP-REP

<b>OTHER</b>			
		<b>Approval</b>	<b>Signature</b>
<b>Housing Assignments</b>	Campus villas		President
	All other	with recommendations of Deans	VP-HR
<b>Professional service contracts</b>	over \$50,000	with recommendation of respective unit head	President
<b>Travel Requests, business class</b>		with recommendation of respective unit head	VP Kenney