



Louisiana State University System

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Office of the President

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December 13, 1999

PM 69

MEMORANDUM TO: Chancellors Cavanaugh, Costonis, Emmert, Marsala, Nunez,
O'Brien, Richardson, and Executive Director Bouchard

REFERENCE: Delegation of Authority to Execute Personnel Actions

Purpose: To define the LSU System policy on delegation of authority to execute personnel actions.

The level of administrative approval required to execute certain personnel actions is communicated in the Regulations of the Board of Supervisors and in multiple LSU System permanent memoranda. This document is to provide a central reference related to authority to execute personnel actions.

In general, it is the intent of the Board and the President to delegate approval authority to the lowest appropriate level. The Board and/or the System President may amend or revoke this delegation at any time. However, the Board has approved the appointment of the President and each of the Chancellors and has confidence that each of these officers will consult with the appropriate academic and/or administrative staff and make appropriate, well thought out personnel decisions. Based on that premise, all except the following personnel actions are delegated to the Chancellor or his/her designee for approval:

Executive Staff

- Creation or revision of positions, appointments, promotions (other than those in keeping with provisions of previously approved contracts), involuntary demotions (excludes return to previous level upon expiration of temporary assignment), dismissal for cause, and leave without pay for one year or more for Chancellors and executive level administrative/ unclassified and administrative/academic ranks reporting directly to the Chancellor or to the Chancellor's immediate staff. For the purposes of this policy executives include individuals with the following titles: executive vice chancellor, vice chancellor, provost, vice provost, associate vice chancellor, dean, directors reporting to the Chancellor or her/his immediate staff who have institution-wide policy/administrative responsibilities, athletic director, head coach, and other titles as designated by the President. Annually, each campus must submit a list of any changes, additions or deletions to the list of executive staff positions subject to Presidential approval.

All Employees

- Salary adjustments beyond the range of the standing guidelines and/or beyond the range of guidelines issued relative to specific raise pools for any employee.

- Joint appointments between more than one campus totaling more than 100% paid effort.
- Appointment or continuation of appointment of an LSU retiree for more than one year.
- Conferring the emeritus title to faculty with less than 10 years of service and to non-faculty under any circumstances.
- Outside employment involving public policy matters.
- Outside employment or contracts by employees for professional, personal, consulting, and social services with a department, commission, council, board, office, bureau, committee, institution, agency, government, corporation, or any other establishment of the Executive Branch of the State of Louisiana.
- Additional compensation exceeding the limits established in PM-3 and PM-15.
- Salary supplements paid from Foundation funds (object code 1090).

Faculty

- Faculty appointments or changes in status that confer indeterminate tenure or rolling tenure and promotions in faculty rank (does not include the appointment of current faculty to a higher rank as the result of a competitive recruitment/selection process).
- Appointment to any designated chair or professorship.
- Sabbatical leave and leave to obtain an advanced degree.
- Leaves of absence without pay for one academic year or more.

Independent Contractors

- Payment of honoraria and reimbursement for travel expenses, if provided, in excess of \$10,000.

Professional Staff

- Appointment of a classified employee to a professional (unclassified) position. The following requirements must be met before presidential approval will be given to "unclassify" a position:

The employee must have a baccalaureate degree or sufficient professional experience to substitute for the degree, and

The duties of the position must require advanced learning acquired by a prolonged course of specialized, intellectual training.

- Leaves of absence without pay for one year or more.

Retroactive Pay Increases

- Any salary adjustment with an effective date more than 60 days prior to Board ratification.

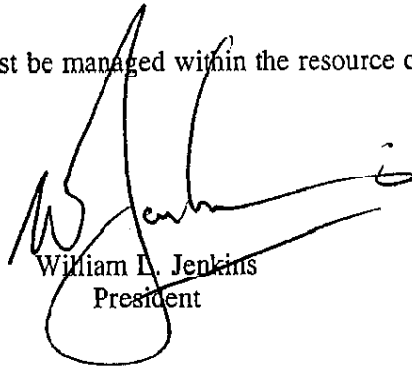
Transactions that require approval of the Board or System President must be transmitted to the System with the Chancellor's recommendation. Each Chancellor may delegate approval authority on all other such transactions as he/she sees fit. It is incumbent upon each Chancellor to review the quality of decisions being made and to amend or revoke such delegation as he/she deems appropriate. Further, the quality of such decisions should be considered in the evaluation of job performance as well as for

performance- based salary adjustments.

All re-delegation of authority with a clear delineation of the extent of such re-delegation must be documented by a letter to the individual to whom the delegation is being made. Copies should be filed with the next higher authorized person, the offices of human resource management and accounting services, and the LSU System Office.

The LSU System Office will periodically review the quality of salary administration decisions being made under the delegation of authority. Performance measures will be developed with the assistance of the campus HR heads to assess the extent to which campus salary programs meet the following goals:

- Internal equity: Each campus should design its salary administration procedures and salary structures in concert with system-wide guidelines. Salary structures should fairly reflect the level of responsibility and competencies required of positions covered by the salary plan.
- External equity: Within the resources available, salary levels should be competitive in order to attract, motivate and retain high-quality faculty and professional staff.
- Individual compensation: Individual rewards should reflect the person's contribution to institutional success.
- Compliance: The salary program must be in compliance with all applicable state and federal laws and regulations.
- Cost efficiency: Salary costs must be managed within the resource constraints of the institution.



William L. Jenkins
President

cc: System Officers

July 14, 2000 meeting. When preparing your operating budget you should reserve 5 percent of the anticipated gross revenue from the tuition increase for financial hardship waivers.

A portion of the increased tuition revenues should be allocated to retain and recruit faculty and to provide resources directly supporting faculty instructional and research activities.

Mr. Silvia's office will also prepare the BA-7 for your campus allocating the expected revenue from your tuition increase based on the information you have previously provided. Therefore, please re-verify the accuracy of this information. The Joint Legislative Committee on the Budget will very likely hold hearings on this subject.

LSU and A & M College should separately identify and budget expected revenues and expenditures from the Excellence Fee that was approved by the Board at its April 14th meeting.

Non-Resident Fees

As you are aware, the Legislature has previously expressed the desire for non-resident fees to be increased to regional medians. All campuses were to be at the regional median by Fall, 1999. During the 1999 session, the Legislature revisited this subject and passed HCR 355 that extended the implementation date from Fall, 1999 to Fall, 2001.

In the bill authorizing a maximum increase in tuition of \$250 per academic year, language was included saying each management board has the authority to set its non-resident tuition and mandatory attendance fees at the regional average. This is a departure from the past where non-resident fees were to be set at the median. The Board of Regents will be providing information on distance from SREB averages in the near future.

Once you receive that data, if your campus is not currently at the regional average, please submit a plan outlining your process for achieving that status by Fall, 2001. Estimates of the impact on your self-generated revenues and enrollment should be a component of the plan you submit.

Auxiliary Enterprises

Prepare a summary report on each of your campus' auxiliary enterprises. Include total and available cash balances (estimated) by each auxiliary as of June 30, 2000. You must specifically itemize planned uses of these funds. For each auxiliary that is in a deficit posture, you must explain the cause of the deficit and submit a specific plan to restore profitability.

Health Care Services Division

Mr. Silvia's office will work with the HCSD to develop appropriate reporting formats for this division.

Special Line Items

Any campus that received a special line item appropriation should complete the enclosed report summarizing proposed and, if appropriate, prior year budgets highlighting differences and providing details on the use of funds.

LSU System 2000-2001 Salary Guidelines

Board Philosophy and Policy

The LSU System salary policy was established by the Board of Supervisors on March 10, 1995 when the board adopted the following goals and principles regarding wage and salary administration.

1. All employees regardless of rank or classification should be treated equitably. In this regard, campuses should make periodic adjustments to salary schedules that offset the impact of inflation and mandatory cost of living increases, such as insurance increases.

2. As a minimum, average faculty salaries by rank should equal those paid by campuses with similar roles, scopes, and missions.

3. As a minimum, average professional and administrative staff salaries should be equivalent to similar positions at comparable institutions.

4. Campus salary policies for faculty and unclassified employees should be specifically structured to reward productivity, provide financial incentives, and remove inequities.

5. Annual operating budgets should place a high priority on achieving the ideals established in items one through four above. Each budget shall specifically identify funds that have been allocated to achieve, on a phased basis if necessary, the Board of Supervisors' salary objectives.

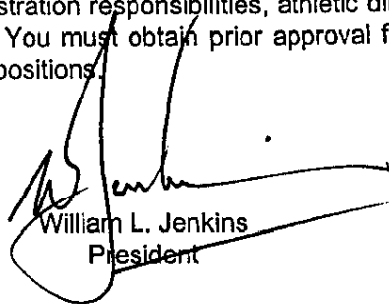
The methodology of achieving the above goals will be left to each campus. It is strongly suggested that campuses reallocate existing resources and / or attract external funding sources to implement the board's salary objectives. Generally, salary increase guidelines should be applied uniformly to all employees without regard to source of funds.

Faculty

Faculty salaries remain the University's highest priority. Campuses are encouraged to reallocate funds, if possible, to address this issue. Salary increases for faculty may be based on promotions, merit, market demands, or equity.

Executive Staff

Permanent Memoranda No. 69 issued on December 13, 1999 defines executives as those individuals with the following titles: executive vice chancellor, vice chancellor, provost, vice provost, associate vice chancellor, dean, directors reporting directly to the Chancellor or her/his immediate staff who have institution-wide policy/administration responsibilities, athletic director, head coach, and other titles as designated by the President. You must obtain prior approval from me in order to provide a salary increase for individuals in these positions.



William L. Jenkins
President

Cc. System Officers
Chief Business Officers
Personnel Officers
2000 operating budget instructions.doc

Campus
Changes From 1999-2000 Operating Budget

XXXXXX Final 1999-2000 Operating Budget

2000-2001 Adjustments:

Revenue Adjustments:

XXXXXX Regents' operational funds
XXX Increase in Self-generated revenue from tuition increase
XXXX Increase in cost of Civil Service Operations
XXXXXX Legislator Auditor Adjustment
(XXXX) Removal of one time Performance Funding from Regents
XXXXXX Risk Management Premium Adjustment
XXXX Other campus specific adjustments
XXXX Other campus specific adjustments
~~XXXXXX~~ Other campus specific adjustments

XXXXX Beginning 2000-2001 Operating Budget Revenues

XXXXXXX Final 1999-2000 Operating Budget

Expenditure Adjustments:

XXXXX Faculty Salary Increase
XXXX Increase in Group Benefits
XXX Civil Service Merit Increases
(XXX) Removal of one time Performance Funding from Regents
XXXX Risk Management Premium Adjustment
XXXX Other campus specific adjustments
(X) Other campus specific adjustments
~~XXXX~~ Other campus specific adjustments

XXXXX Beginning 2000-2001 Operating Budget Expenditures

2000-2001 Operating Budget

	CHANGE		DESCRIPTION
	Amount	Percent	
CORE FUNCTIONS:			
INSTRUCTION			
RESEARCH			
PUBLIC SERVICE			
ACADEMIC SUPPORT			
(excl. Library)			
LIBRARIES			
SUBTOTAL			
SUPPORT FUNCTIONS:			
STUDENT SERVICES			
INSTITUTIONAL SUPPORT			
O&M			
SUBTOTAL			
TOTAL E&G EXPENDITURES			
HOSPITAL			
OTHER			
TOTAL EXPENDITURES			

2000-2001 Special Appropriation

Campus: _____

Name: _____

Executive Summary

	1998-99	1999-00	2000-01	Change	Percent
REVENUES:					
State General Funds					
Interagency Transfer Funds					
Federal Funds					
Self-Generated Funds					
Total					
EXPENDITURES:					
Salaries					
Other Compensation					
Benefits					
Sub total Salaries					
Travel					
Operating Services					
Supplies					
Professional Services					
Other Charges					
Acquisitions & Major Repairs					
Total					