

## Hiring Authority

Effective: January 1, 2009

Contact: Office of Executive Vice President and Provost

### Introduction

In order to assure compliance with law, Regents policy, and to manage risks associated with employment agreements, employment actions should be signed by persons with appropriate expertise, or who can assure appropriate review of the appointment.

The Board of Regents has delegated authority for hiring to specific university officials. This policy is intended to:

- Assure that hiring of employees occurs through an authorized official;
- Delegate authority to appropriate persons to ensure efficiency of operation.

While this policy specifies the delegation of authority for hiring, in addition, the “appointing authority” must adhere to all applicable ISU policies and procedures regarding employment. This policy does not cover the offering of administrative appointments for faculty, or promotions in faculty rank. [In the case of joint appointments \(an appointment split between two or more units\), there will be multiple appointing authorities unless one is designated as the primary employing unit and appointing authority.](#)

### Policy Statement

Only those with delegated authority may hire employees of Iowa State University. A person who has authority to hire is an “appointing authority.”

- A. The Board of Regents, State of Iowa, has retained authority to hire persons to fill the following positions:
  - The Secretary and Treasurer are appointed annually upon recommendation of the President (Regents Policy Manual, 4.05)
  - The President, Vice Presidents and heads of major institutional units as determined by the Regents (Regents Policy Manual, 4.01 and 4.05)
- B. By law, Regents policy or rule, the following categories of employees may be appointed by the indicated persons:
  - Academic administrators and faculty may be hired by the President or Executive Vice President and Provost (IAC 681-13.8(1)(a)). This authority has been further delegated as indicated in Section C 1 and C2, below.
  - Merit staff may be hired by the Associate Vice President for Human Resources (IAC 681-3.70, 3.81, and 3.82). This authority has been further delegated as indicated in Section C3, below.
  - Professional and Scientific employees may be hired by the President. Regents Policy Manual 4.07(A). This authority has been further delegated as indicated in Section C5, below.

- C. The following categories of employees may be appointed by the following appointing authority:
- 1) Faculty (A or B Base) tenured/tenure-eligible – may be hired by the Executive Vice President and Provost, or Associate Provost.
  - 2) Faculty (A or B Base) non-tenure-eligible – may be hired by the respective Dean with the following exception:
    - Senior Lecturer, Senior Clinician – hire approved by the Executive Vice President and Provost, or Associate Provost.
  - 3) Merit staff (E, H or XH base) – may be hired by the President, respective Vice President, Dean, Director or Department Chair (in consultation with, and approval by Human Resource Services).
  - 4) Graduate Assistants (C Base) and Post-Doctoral (D Base) – Appointees may be hired by the respective dean or director (in accordance with Graduate College policies).
  - 5) Professional and Scientific employees (P Base) – may be hired by the President, respective Vice President, Dean or Director.
  - 6) Contract employees (K Base) – may be appointed by the President, respective Vice President; however, before an appointing authority may hire, the employment agreement must be reviewed by the Office of University Counsel unless a pre-approved contract form is used.
  - 7) Contract agreements (for foreign national hiring) – may be authorized by the Executive Vice President and Provost or Associate Provost.
  - 8) Student employees (XH base) – may be hired by the respective employing unit head (Vice President, Dean, Director, Department Chair or Supervisor).
- D. Others may be granted authority from the appropriate university official either by university policy or by letter of delegation.
- E. Employment action other than hiring takes place in accordance with applicable policies.

## **Resources**

Contact Delegation Policy

[Signature Authority for Internal Transactions](#)

[Personnel & Human Relations Policies](#)

[Office of Human Resource Services](#)

[Office of University Counsel](#)