

Presidential Signature Requirement for Certain Employment-Related Agreements

Purpose

To ensure appropriate oversight and institutional accountability, this policy establishes conditions under which (a) job positions must be approved by the President before being posted; and (b) employment agreements require **first** the signature of the President, in addition to the prospective employee and other authorized signatories.

Policy Statement

Job positions and employment agreements of any kind, for any position, regardless of other signatures on the document, shall not be considered valid or binding unless they are first approved or signed, as applicable, by the President, under any of the following Conditions:

1. Compensation Thresholds for all Hires, Internal Promotions, and Internal Job Changes

- Annual salary of more than \$200,000, regardless of whether an employment duration term is stated
- Annual salary that is a minimum of 20% greater than the next highest salary at the equivalent level, in the same staff/faculty department and title level.

2. Term of Employment

- Stated employment duration term of 5 years or more, whether for faculty or staff, and regardless of compensation level—justification for such a contract term, as opposed to relying on at-will employment provision alone, must be provided to the President

3. Vice Presidents (VPs), Senior VPs, Executive VPs, General Counsel, and Deans

4. Special Provisions

The President must approve any proposed job posting or sign any agreement that relates to employment, that includes one or more of the following provisions, regardless of whether any of Qualifying Conditions 1, 2 or 3 above are met:

- Faculty retreat rights.
- Eligibility for performance or discretionary bonuses.
- Deferred compensation arrangements.
- Sabbatical or research leave commitments beyond standard policy.
- Non-standard severance or termination clauses.

- Guaranteed renewal or tenure-track conversion clauses.
- Provision of a faculty position to a staff position.
- Provision of a staff position to a faculty position
- Provision of an amount in excess of a total of \$350,000 of start-up support, in terms of either non-compensatory capital budget, operational budget, or personnel.
- Provision of an amount in excess of a total of \$50,000 of ongoing operational support, in terms of either non-compensatory capital budget, operational budget, or personnel.

3. President's Delegation of Approval or Signature Authority

The President may delegate, in writing, copying the Office of Human Resources, authority to approve a job posting or to sign a particular employment agreement, after being apprised of the qualifying Condition(s), to one of the following designees: EVP/Provost, EVP/Chief of Staff, EVP/Chief Operating Officer, or EVP/Chief Advancement Officer. Such designee shall also review the job posting or employment agreement and apprise the President of any concerns they may have.

4. Responsibility

It is the responsibility of the faculty or staff supervisor initiating the job posting/employment agreement to coordinate appropriately with the Office of Human Resources and the appropriate Executive Vice President, Senior Vice President, Vice President, and/or Dean, as applicable, to ensure compliance with this policy prior to contract execution.

Failure to comply with this policy will be considered as an inappropriate stewardship of university resources and a basis for potential discipline, up to and including termination, or other appropriate action.