



PERMANENT MEMORANDUM 69 DELEGATION OF AUTHORITY TO EXECUTE PERSONNEL ACTIONS

Monitoring Unit: Office of the President
Initially Issued: December 13, 1999
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I. PURPOSE

To provide for a uniform personnel policy for LSU and to provide for specific and express delegation of authority to execute personnel actions. This delegation of authority may be amended or revoked at any time.

II. BOARD APPROVAL

- A. Appointments, salary increases greater than 15%, salary decreases, and terminations of University Administration executive level positions that report directly to the President who have LSU wide responsibility.
- B. Appointments, salary increases greater than 15%, salary decreases, and terminations for Chancellors and equivalent positions.
- C. Head coach/athletic director contracts/amendments.
- D. Appointments and all other personnel actions relating to coaches other than Head Coaches with a salary of \$250,000 or above.

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- D. Salary increases in excess of 15% to campus executive level employees unless increase is due to a promotion and would be treated like a new appointment.
- E. Appointment and termination of tenured faculty.
- F. Granting of tenure to an existing faculty member, and/or promotion in faculty rank.
- G. Involuntary termination or reduction in base pay of an employee occupying a campus executive level position that reports to the chancellor or equivalent with campus wide responsibilities.
- H. Reemployment of a retiree to a position within the entities of LSU that is not significantly different from the position from which the individual retired, unless two or more years have lapsed.
- I. Reemployment of an LSU retiree by the campus from which they retired if the appointment is for more than two years and more than 50% effort.
- J. Leave without pay in excess of two years.
- K. Creation of a new position at the level of vice chancellor or above.
- L. Additional compensation exceeding the limits established by Presidential policy.
- M. Any other item for which President's approval is specifically required under the Board Regulations.
- N. Leave without pay for one year or more or special leave with any pay or benefits for thirty days or more within any twelve month period.

IV. DELEGATION OF AUTHORITY TO CHANCELLORS OR EQUIVALENTS

Authority to make all other personnel actions which are not reserved to the Board or the President are hereby delegated by the President to the Chancellors or equivalents. The President may also delegate authority to the Provost of the LSU A&M campus since the President also serves as the Chancellor of that campus. This delegation may be revoked or amended by the Board or the President at any time. Delegation includes the following items which may not be further delegated except as noted.

- A. Delay of the tenure-clock with justification.
- B. Change of an occupied position from classified to unclassified except that this may be delegated to the provost or equivalent.
- C. Appointments to campus executive level positions.
- D. Increases in base pay not fully approved within the campus within 90 days of the effective date.

