



Re-delegation to Sr. Associate Dean for Academic Affairs

<u>ACTION TYPE:</u>	SIGNATURE AUTHORITY	
	<u>Retained by Dean</u>	<u>Re-delegated to Sr. Associate Dean</u>
<u>Senate Actions</u>		
Appointment	X	reviews first
Merit/promotion/other actions reviews	X	co-signs
<u>Non-Senate Actions (appointments & all reviews)</u>		
Adjunct Professor series		X
Research Fellows or Associates		X
Professional Researcher series		X
Specialist series		X
Postdoctoral Scholar series		X
Lecturer series		X
Visiting titles		X
Project Scientists		X
<u>Recruitments</u>		
Non-Senate search plans & reports (RECRUIT)		X
Senate search plans & reports (RECRUIT)		X
Chair-drafted offer letters to prospective faculty	X	reviews first
<u>Faculty Recruitment Allowance</u>	X	
	after approval by TEC	
<u>Joint (without salary) Appointments</u>		
Initial appointment requests		X
Annual appointment renewals		X
<u>Summer Salary (no memos required)</u>		
All worksheets		X
<u>Outside Professional Activities in UC OATS</u>		
AP-2 form, pre-approval of category I activity	X	reviews first
AP-3 form, annual report	X	reviews first
School annual compliance report	X	
<u>Sabbatical Leaves</u>		
Sabbatical requests	X	
Sabbatical reports (due 90-days upon return)		X
<u>Leaves of Absence</u>		
With or without pay of 7-30 days		X
With or without pay 31 days to 12 months	X	
Longer than 1-year goes to AP for final approval		
<u>Course Buyouts</u>		X
<u>Salary Exchanges</u>		X
<u>H1B Visas</u>		X