



Regents Policy Chapter 9, Personnel

Regents Policy RP 9.218, Delegation of Personnel Actions

Effective Date: June 1, 2017

Prior Dates Amended: Sept. 20, 1985; Oct. 19, 2001; Oct. 18, 2003; Sept. 15, 2005;  
Mar. 6, 2006; Oct. 31, 2014 (recodified)

Review Date: August 2020

**I. Purpose**

To set forth policy regarding approval authority on personnel actions.

**II. Definitions**

No policy specific or unique definitions apply.

**III. Board of Regents Policy**

A. The board delegates authority to approve all personnel actions to the president or designee, except for the following actions which shall be approved by the board only:

1. Those board actions set forth in RP 9.212;
2. All leaves for the president and personnel reporting directly to the board. Professional improvement leaves, leaves without pay and leave exceeding two years in a seven-year period for personnel reporting directly to the president and personnel in the offices reporting to the board. Note: Authority to approve such leaves has been delegated to the chair or designee;
3. Granting of emeritus status;
4. Establishment of endowed and distinguished chairs; and
5. As set forth more fully in RP 9.202, upon recommendation of the chancellor and president, approval of the chair and vice chair of the board or an alternate regent designated in place of a vice chair, is required for:
  - a. appointments and reappointments for coaches exceeding three (3) years in total duration; and

- b. appointments, reappointments, and salary adjustments for coaches exceeding the base salary schedule by more than 25% and/or exceeding \$500,000 annually.

**IV. Delegation of Authority**

See above.

**V. Contact Information**

Office of Human Resources, 956-8988

**VI. References**

- A. <http://www.hawaii.edu/offices/bor/>
- B. RP 9.212
- C. EP 9.207

**VII. Exhibits and Appendices**

No Exhibits and Appendices found.

**Approved:**

/S/  
Cynthia Quinn  
Executive Administrator and  
Secretary of the Board of Regents

06/01/2017  
Date



Regents Policy Chapter 9, Personnel

Regents Policy RP 9.218, Delegation of Personnel Actions

Effective Date: June 21, 2016

Prior Dates Amended: Sept. 20, 1985; Oct. 19, 2001; Oct. 18, 2003; Sept. 15, 2005;  
Mar. 6, 2006; Oct. 31, 2014 (recodified)

Review Date: August 2019

**I. Purpose**

To set forth policy regarding approval authority on personnel actions.

**II. Definitions**

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**III. Board of Regents Policy**

A. The board delegates authority to approve all personnel actions to the president or designee, except for the following actions which shall be approved by the board only:

1. Those board actions set forth in RP 9.212;
2. All leaves for the president and personnel reporting directly to the board.  
Professional improvement leaves, leaves without pay and leave exceeding two years in a seven-year period for personnel reporting directly to the president and personnel in the offices reporting to the board. Note: Authority to approve such leaves has been delegated to the chair or designee;
3. Granting of emeritus status;
- ~~4. Granting tenure;~~
- ~~5.4.~~ Establishment of endowed and distinguished chairs; and
- ~~6. Promotion of faculty to rank 4 and 5;~~
- ~~7.5.~~ As set forth more fully in RP 9.202, upon recommendation of the chancellor and president, approval of the chair and vice chair of the board or an alternate regent designated in place of a vice chair, approval of is required for:

- a. appointments and reappointments for coaches exceeding three (3) years in total duration; and
- b. appointments, reappointments, and salary adjustments for coaches exceeding the [base](#) salary schedule by more than 25% and/or exceeding \$500,000 annually.

#### **IV. Delegation of Authority**

See above.

#### **V. Contact Information**

Office of Human Resources, 956-8988

#### **VI. References**

- A. <http://www.hawaii.edu/offices/bor/>
- B. RP 9.212
- C. EP 9.207

#### **VII. Exhibits and Appendices**

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#### **Approved:**

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Cynthia Quinn  
Executive Administrator and  
Secretary of the Board of Regents

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Date