

## **Guide for Administrative Appointment Approval January 11, 2019**

The following provide guidance to colleges and college business offices when seeking approval of administrative appointments and their entry into the Faculty Database (FDB)

- Colleges submit requests for administrative appointments to Associate Provost for Faculty Advancement (GTL), through Margaret Leach (ML), Director of Faculty Records. If from one of the six health-care colleges, these first must go through Charlotte Baker (CB). Examples of administrative appointments that require Provost approval include all chairs/directors, all associate/assistant deans, directors (non-academic), MDR directors, vice deans, and deans. The Associate Provost for Faculty Advancement (GTL) reviews these for potential issues with policy, regulations, best practice, or known personnel concerns. These are then forwarded to Vice Provost (LEH) for review of financial concerns and other issues.
- If the Vice Provost (LEH) identifies any financial concerns, he consults with the Associate Provost for Finance and Administration (Lisa Wilson).
- If there are no further issues, the Vice Provost can give final approval for the appointment.
- If there are additional issues of a serious nature, the Vice Provost (or GTL or LW) will consult with the Provost.
- All other administrative appointments can be entered directly by the college in the Administrative Positions tab in the Faculty Database (FDB), including: Directors of Undergraduate Studies (DUS), Directors of Graduate Studies (DGS), vice-chairs, vice-directors, division chiefs, academic program directors, and undergraduate/graduate certificate directors.
- Furthermore, please be advised that Directors for the following Established Multidisciplinary Research Centers or Institutes require Provost and Board of Trustees' approval: Appalachian Center, Institute for the Study of Free Enterprise, Center for Oral Health Research (COHR), Institute for Sustainable Manufacturing, Center for Nanoscale Science and Engineering, Institute of Research for Technology Development, Center for Visualization and Virtual Environments, Sports Medicine Research Institute, Sanders-Brown Center on Aging, Saha Cardiovascular Research Center, Center for Research on Environmental Disease, Spinal Cord and Brain Injury Research Center, Center for Muscle Biology, Center for Minimally Invasive Surgery, Barnstable Brown Diabetes and Obesity Center, Center for Health Equity Transformation, Center of Membrane Sciences, Center for Computational Sciences, Center for Drug and Alcohol Research, Human Development Institute, Center for Structural Biology, Markey Cancer Center, Center for Research on Violence Against Women, Institute for Biomedical Informatics, and Gaines Center for the Humanities.
- **Please note that no announcements should be made, internally or externally, of administrative appointments requiring Provost and Board of Trustees' approval until the Provost has formally approved and the appointment has been entered into the FDB.**