



September 17, 2015

**DEANS
VICE CHANCELLORS
VICE PROVOSTS
CHIEF MEDICAL CENTER OFFICERS**

RE: UCI Policy on Administrative Personnel Decisions: One Step Up Consultation

Dear Colleagues,

Decisions regarding administrative personnel are vital to the effectiveness of our campus organizational infrastructure. Each decision is an opportunity to promote fairness and transparency, and to communicate with appropriate administrators about changes needed in the organization. Therefore, at a minimum, administrators should consult with the appropriate higher level authority before making decisions on appointments, compensation, termination, or non-reappointment for all administrative personnel who report directly to them. While this is a common personnel practice at many levels at UCI, as it is at other universities, this document now establishes “one step up consultation” as a formal UC Irvine policy.

One step up consultation should be operationalized as follows. Before initiating any hiring, compensation change, dismissal or non-reappointment a copy of the proposed offer letter or formal action should be sent to one’s direct supervisor before it is signed and delivered to the direct report. Additional documentation may be required by each coordinating point.

Personnel actions covered by this policy include the following:

- Hiring/offers;
- Layoffs;
- Dismissals, terminations, non-reappointments;
- Changes to salary;
- Reclassifications, promotions, or demotions;
- Stipends;
- Changes to appointment type (career, contract, etc.);
- Reorganizations, reassignments;
- Incentive or bonus payments, Staff Appreciation and Recognition Awards Plans.

Personnel actions exempt from this policy include: leaves, completion of probationary periods, performance evaluations and overall ratings, spot or recognition awards within policy limits, corrective actions, time reporting, or overtime.

By way of example:

- Direct reports to the Chancellor, including the provost and vice chancellors, must consult with the Chancellor or his designee;
- Direct reports to the Vice Chancellor of Health Affairs, including the Chief Executive Officer of the Medical Center, must consult with the Vice Chancellor of Health Affairs;
- Deans, vice provosts, and other direct reports to the Provost and Executive Vice Chancellor must consult with the Provost or his designee;
- Department chairs, assistant deans, associate deans and other direct reports to the dean must consult with the appropriate dean;
- Associate vice chancellor, assistant vice chancellors and other direct reports to a vice chancellor must consult with the appropriate vice chancellor.

One step up consultation does not modify existing managerial authority. All other relevant policies and approval authorities remain in effect, including processes governing academic administrative appointments. For example, deans will retain the authority in appointment of Department Chairs and Associate Deans, in accordance with IDA409 – <http://www.policies.uci.edu/delegations/ida409.html>

Supervisors are encouraged to consult with the appropriate human resources office or Academic Personnel on all personnel-related issues.

Sincerely,



Enrique Lavernia, PhD
Provost & Executive Vice Chancellor



Howard Federoff, MD, PhD
Vice Chancellor, Health Affairs