

Contact: Thomas Evans

REVISIONS TO THE BOARD OF REGENTS POLICY MANUAL – CHAPTER 4

Action Requested: Consider waiving the second reading and approving revisions to Chapter 4 of the Board of Regents Policy Manual as outlined below.

Executive Summary: In an effort to streamline the Board's agenda, revisions are proposed to the Policy Manual to remove the requirement that the institutional and Board Office personnel registers be approved by the Board. The institutional heads will continue to certify the personnel changes are in accordance with state law and Board regulations. The registers will continue to be reviewed by the Board Office. Other revisions as detailed on the following pages are proposed to clarify the policies.

4.06 Register of Personnel Changes

- A. Once each month each institution shall forward to the Executive Director of the Board a list of all personnel changes for review. The register shall exclude ~~excluding~~ the appointment of student employees but ~~including~~ include the appointment of graduate and teaching assistants made in the preceding month by the institutional executives. This list of personnel changes shall be known as the "Register of Personnel Changes." Each institutional executive shall certify on the register that the personnel changes are in accordance with state law and Board regulations.
- B. The Executive Director of the Board shall place on the Board agenda the ~~registers of personnel changes from each institution and the Board Office.~~ Approval of the registers shall constitute confirmation of the personnel changes contained therein those transactions affecting positions identified in Section 4.05A and 4.05B for consideration. Institutions may request positions identified in 4.05C be presented to the Board for its information.
- ~~C. The promotion and tenure actions reported annually to the Board shall be reported as a separate part of the personnel register. (will be moved to 4.07)~~

4.07 Appointment to Positions with Tenure and Other Personnel

- A. Recommendations for appointments or promotions to positions with tenure and those not covered in Section 4.05 shall be made by the institution heads.
- B. All personnel appointments and promotions made under the authority of this section shall be reported to the Board in the monthly Register of Personnel Changes for Board approval.
- C. ~~The Faculty promotion and tenure actions shall be submitted reported~~ annually to the Board for consideration. ~~shall be reported as a separate part of the personnel register.~~

4.08 Resignations

- A. Resignations of personnel covered by Section 4.05 shall be submitted to the Board by the institutional heads for acceptance.
- B. Resignations of personnel covered by Section 4.07 may be accepted by the institutional heads and reported in the Register of Personnel Changes.
- C. Each institution head will submit a summary report of resignations for ~~personnel covered under Sections 4.05 and 4.07~~ faculty to the Board ~~at the beginning of each academic year. The report shall include, when available, the position the employee is taking and the geographical location of that position~~ in the format prescribed by the Board Office.

4.09 Professional Development Assignments

- A. The Board shall grant professional development assignments with full or partial compensation to staff members to undertake approved programs of study, research, or other professional activity that, in the judgment of the Board, will contribute to the improvement of the institutions. Any staff member granted such assignment shall agree either to return to the institution granting such assignment for a period of not less than two years or to repay to the State of Iowa such compensation as [the staff member] shall have received during such assignment. (Iowa Code § 262.9(13))
- B. Requests for professional development assignments for personnel covered by Section 4.05 shall be submitted to the Board by the institutional executives for approval.
- C. Requests for professional development assignments for personnel covered by Section 4.07, including retired and emeritus faculty and staff, may be granted by the institutional heads and ~~reported in the Register of Personnel Changes, except that professional development assignments shall be submitted to the Board~~ in the format prescribed by the Board Office by the institutional heads for approval final action by the Board.
- D. Each request for a professional development assignment shall contain information as to the length of service of the individual and an estimate of additional net budgetary support necessary to finance all assignments.
- E. Each institution shall submit a yearly evaluation and report or discussion and costs regarding research assignments and professional development assignments.