

ACTION MEMO TEMPLATE: EXECUTIVE/MANAGERIAL APPOINTMENT ACTION
MEMO

Date (right justified)

MEMORANDUM

(Use appropriate routing)

TO: *Name*
 4-year Chancellor or Vice President for Community Colleges

VIA: *Appointing Authority Name*
 Title

FROM: *Hiring Manager Name*
 Title

SUBJECT: APPOINTMENT OF *(NAME)*, *(POSITION TITLE)*, *(CAMPUS/SYSTEM)*

SPECIFIC ACTION REQUESTED:

It is requested that the Chancellor approve the appointment of *(Name)* as *(Position Title)*, *(Campus/System)* effective *(start date)* through *(end date, if applicable)*, unless sooner relieved, at an annual salary of *(indicate annual salary (indicate monthly salary in parentheses) monthly)*, subject to executive/managerial adjustments, as appropriate.

(NOTE: Annual salaries for executive/managerial personnel should be whole numbers divisible by 12. For example, \$100,008 (\$8,334 monthly).)

RECOMMENDED EFFECTIVE DATE:

(Month, day, year) or as mutually agreed.

(NOTE: Effective date should be no earlier than day after the Board of Regents meeting.)

COST:

Indicate cost and appropriate fund source.

PURPOSE:

Provide information regarding purpose of requested action.

BACKGROUND INFORMATION:

Pursuant to Board of Regents' Policy, RP 9.212, Executive and Managerial Personnel Policies, and the associated executive policy and procedure, the appointment to

(Name)

Date

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executive and managerial positions must be approved by the Approving Authority that is at least one level above the Appointing Authority in the organization. The President has delegated Approving Authority for positions that do not report to the President or Board of Regents to the respective 4-year Chancellor or Vice President for Community Colleges up to and including the mean of the range within the salary schedule.

Provide justification.

(NOTE: Suggest including applicable information such as:

- 1. Relevant recruitment information and challenges; if waiver of recruitment was approved, indicate date of President's approval.*
- 2. Appropriate justification for request including but not limited to value of hire to the University and candidate's education, experience, and professional accomplishments*
- 3. Relevance to campus, unit mission, goals and objectives*
- 4. Salary comparables – internal positions, CUPA-HR data, prevailing market data, and/or comparable industry salary survey*
- 5. Reference to tenure or tenure upon initial appointment, return rights, fallback salary, classification and duty period, if appropriate.*
- 6. Indicate other special monetary costs (e.g., moving expenses, housing, car allowance)*
- 7. Attach salary placement analysis worksheet*

ACTION RECOMMENDED:

It is recommended that the (Approving Authority) approve the appointment of (Name) as (Position Title), effective (start date) at an annual salary of (indicate annual salary (indicate monthly salary in parentheses) monthly), subject to executive/managerial adjustments, as appropriate.

Attachment(s)

1. Curriculum Vitae
2. Salary placement analysis worksheet

Approved/Disapproved:

Name
Appointing Authority

Date