

# 1 Appointment Authority

2 Effective: April 1, 2022

3 Updated/Revised: February 25, 2025

4 Contact for Faculty - [Office of Senior Vice President and Provost](#)

5 Contact for P&S, Merit, Temporary, students - [University Human Resources \(UHR\)](#)

6 Contact for Graduate Assistants and Post-Doctoral Scholars - [Graduate College](#)

## 7 Introduction

8 In order to assure compliance with law and Regents policy, and to manage risks associated with  
9 employment agreements, employment actions should be signed by persons with appropriate  
10 expertise, or who can assure appropriate review of the appointment.

11 The Iowa Board of Regents has delegated authority for appointment to specific university officials.  
12 This policy is intended to:

- 13 • Assure that appointment (hiring and renewals) of employees occurs through an authorized  
14 official, and
- 15 • Delegate authority to appropriate persons to ensure efficiency of operations.

16 While this policy specifies the delegation of authority for appointment, the "appointing authority" must  
17 also adhere to all applicable ISU policies and procedures regarding employment. This policy does  
18 not cover the offering of administrative appointments for faculty, or promotions in faculty rank. In the  
19 case of joint appointments (i.e., an appointment split between two or more units), there will be  
20 multiple appointing authorities; however, one is designated as the primary employing unit.

## 21 Policy Statement

22 Only those with delegated authority may hire employees of Iowa State University. A person who has  
23 authority to hire is an "appointing authority."

- 24 A. The Iowa Board of Regents has retained authority to hire persons to fill the following  
25 positions:
  - 26 1. The president in accordance with Iowa Board of Regents Policy.
  - 27 2. The secretary and treasurer are appointed annually upon recommendation of the  
28 president.
  - 29 3. The president will make a recommendation to the Board for provosts, vice  
30 presidents, and direct reports to the president in leadership roles.
- 31 B. By law, Regents policy, or rule, the following categories of employees may be appointed by  
32 the indicated persons:
  - 33 1. Academic administrators and faculty may be hired by the president. This authority  
34 has been further delegated as indicated in Sections C.1. and C.2., below.
  - 35 2. Merit employees may be hired by the vice president for University Human Resources  
36 (IAC 681-3.70, 3.81, and 3.82). This authority has been further delegated as  
37 indicated in Section C.3., below.
  - 38 3. Professional and Scientific (P&S) employees may be hired by the president. This  
39 authority has been further delegated as indicated in Section C.6., below.
- 40 C. The following categories of employees may be appointed by the following appointing  
41 authorities:
  - 42 1. Academic administrators and faculty (tenured/tenure-eligible) may be hired by the  
43 senior vice president and provost or associate provost.

- 44 2. Term Faculty may be hired by the respective dean.  
45 3. Merit employees may be hired by the president, respective senior vice president, vice  
46 president, associate provost, dean, center director or department chair/school  
47 director (in consultation with and with approval by University Human Resources).  
48 4. Graduate assistants may be appointed by the respective dean, center director, or  
49 department chair/school director (in accordance with Graduate College policies).  
50 5. Postdoctoral scholars may be appointed by the respective dean, center director, or  
51 department chair/school director (in accordance with Institutional policies).  
52 6. Professional and Scientific employees may be hired by the president, respective  
53 senior vice president, vice president, associate provost, dean, center director, or  
54 department chair/school director.  
55 7. Contract employees may be hired by the president, respective senior vice president  
56 or vice president, and, in the case of coaches other than head coaches of  
57 intercollegiate athletic teams, by the Athletic Director; however, before an appointing  
58 authority may hire, the employment agreement must be reviewed by the Office of  
59 General Counsel unless a pre-approved contract form is used.  
60 8. Contract agreements (for foreign national appointment) may be authorized by the  
61 senior vice president and provost or associate provost.  
62 9. Student employees may be hired by the respective employing unit head (senior vice  
63 president, vice president, associate provost, dean, center director, department  
64 chair/school director or supervisor).  
65 10. Temporary employees may be hired by the respective employing unit head (senior  
66 vice president, vice president, associate provost, dean, center director, department  
67 chair/school director or supervisor).  
68 D. Others may be granted authority from the appropriate university official through delegation in  
69 the university's enterprise management system.  
70 E. Employment action other than appointment takes place in accordance with applicable  
71 policies.

## 72 Resources

### 73 Links

- 74 • [Recruitment and Selection Policy - P&S](#)
- 75 • [Hiring and Employment Policy](#)
- 76 • [Employment References and Background Checks Policy](#)
- 77 • [Reasonable Accommodations \(Disability\) Policy](#)
- 78 • [Post-Retirement Employment Policy](#)
- 79 • [Compensation Administration Policy](#)
- 80 • [Compensation and Salary Structure Policy - P&S](#)
- 81 • [Additional Compensation Policy](#)
- 82 • [Employee Records Policy](#)
- 83 • [Records Retention Policy](#)
- 84 • [Signature Authority Policy for Internal Transactions](#)
- 85 • [Contracting Authority Policy \(Non-employment Related\)](#)
- 86 • [Contract Delegations Website](#)
- 87 • [Graduate College](#)
- 88 • [University Human Resources](#)
- 89 • [Office of the Senior Vice President and Provost](#)

- 90 • [Office of General Counsel](#)
- 91 • [Board of Regents Policy Manual \(RPM\) - Human Resources \(2.1\)](#)
- 92 • [IAC \(Iowa Administrative Code\)](#)