



**UCCS CAMPUS POLICY**

**Policy Title: Working Title Changes for Vice Chancellors and Associate Vice Chancellors**

**Policy Number: 300-018**

**Policy Functional Area: HUMAN RESOURCES**

Effective: January 14, 2013  
Approved by: Pam Shockley-Zalabak, Chancellor  
Responsible Vice Chancellor: Vice Chancellor of Finance and Administration (VCAF)  
Office of Primary Responsibility: Human Resources  
Policy Primary Contact: Office of Human Resources, 719-255-3372  
Supersedes: N/A  
Last Reviewed/Updated: January 14, 2013  
Applies to: Vice Chancellors and Associate Vice Chancellors

Reason for Policy: The purpose of this policy is to establish a procedure for eligible vice chancellors and associate vice chancellors to receive a title change.

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## I. INTRODUCTION

The purpose of this policy is to establish a procedure for eligible vice chancellors and associate vice chancellors to receive a title change. This policy does not apply to a promotion of a vice chancellor or associate vice chancellor because of a permanent change in job duties or responsibilities resulting in a pay increase, but is intended as recognition for meritorious service. This policy only applies to employees holding an Associate Vice Chancellor or Vice Chancellor title.

In efforts to attract, retain, and reward a talented, valuable, and productive workforce, this policy outlines provisions to ensure the effective administration of the University of Colorado Colorado Springs and that decisions and practices are consistent and equitable, documented and reviewed, and based on objective criteria.

## II. POLICY STATEMENT

- A. Authority for the creation of campus administrative policies is found in the Laws of The Regents, as amended in 2007, Article 3 Section B.5, which states:

The chancellor of each campus shall be the chief academic and administrative officer responsible to the president for the conduct of the affairs of their respective campus in accordance with the policies of the Board of Regents. The chancellor shall have such other

responsibilities as may be required by these *Laws* or regent policy, or as may be delegated by the president.

Colorado statute CRS 23-5-117 gives the authority to the regents to delegate personnel decisions about university staff to the president. Regent policy 2-K delegates that authority to the President and allows the president to further delegate to the chancellors. APS 5023 delegates the authority to hire university staff to the chancellors. Inherent in that authority is the authority to designate a title.

B. Procedures:

All eligible vice chancellors and associate vice chancellors will be reviewed in accordance with the general criteria for performance of his or her position. The title change under this procedure may be awarded only for demonstrated meritorious performance of professional practice, service, and demonstrated excellence in job performance. The title change, if awarded under this policy shall not include a salary adjustment and is personal to the individual receiving the title change. The working title change does not attach to the position nor increase the number of total positions.

C. Responsibility:

The chancellor shall evaluate all eligible vice chancellors and associate vice chancellors and shall award the working title change if appropriate under this policy. The chancellor shall document the award of the working title change in the eligible employee's personnel records along with the rationale for the award.

All appointments, title changes, and salary adjustments must be approved by the Chancellor in accordance with Regent Policy 2-K.

### III. KEY WORDS

- A. Eligible Associate Vice Chancellor
- B. Eligible Vice Chancellor

### IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

- A. Administrative Policy Statements (APS) and Other Policies
- B. Procedures
- C. Forms
- D. Guidelines
- E. Other Resources (i.e. training, secondary contact information)

F. Frequently Asked Questions (FAQs)

V. HISTORY

Initial policy approval      January 14, 2013