HSC STAFF APPROVAL MATRIX

Action	Funding Source	HSC Sr. Executive Officer for Finance & Administration	Dean/Director Approval
Career Ladders	Restricted or Unrestricted	Yes	Yes
Counter Offers in order to retain existing employee	Restricted or Unrestricted	Yes	Yes
Department Reorganizations	Restricted or Unrestricted	Yes	Yes
Equity Issues, affecting > 3 employees (3 or less employees only need Dean/Director)	Restricted or Unrestricted	Yes	Yes
Extension of Probationary Period	Restricted or Unrestricted	Yes	Yes
Faculty Signatory	Restricted or Unrestricted	Yes, but only in absence of Dr. Amy Levi	Yes
FTE Change	Restricted or Unrestricted	No	Yes
In-Range Adjustments	Restricted or Unrestricted	No	Yes
Long Term LWOP	Restricted or Unrestricted	No	Yes
New Positions Term Funded	Restricted or Unrestricted	No	Yes
New Regular Positions	Restricted or Unrestricted	Yes	Yes
Non-Standard Payments	Restricted or Unrestricted	No	Yes
Out of Guidelines/Mass Salary Update - Exceptions	Restricted or Unrestricted	Yes	Yes
PRQ's - Grade Change	Restricted or Unrestricted	Yes	Yes
PRQ's - Lateral, No Grade Change	Restricted or Unrestricted	No	Yes
Reduction in Force	Restricted (if prior to end of term) or Unrestricted	Yes	Yes
Replacement Positions	Restricted or Unrestricted	No	Yes
Retention Offer	Restricted or Unrestricted	Yes	Yes
Staff Term Extensions**	Restricted or Unrestricted	No	Yes
Temporary Employees	Restricted or Unrestricted	No	Yes
Term employees changing to regular staff	Restricted or Unrestricted	Yes	Yes
Underutilized (must follow requirements)*	Restricted or Unrestricted	No	Yes

Above refers to all positions Grade 15 and above. Grade 14s and below will need Dean/Director approval only.

*Underutilized positions will be posted for minimum of 10 days instead of the previous practice of 15 days. Departments should work with UNM HR Recruitment Services to target under-represented groups

** Approver Level 2 in EPAF or attached spreadsheet w/approval

Grant funded term positions do not need approval of the Sr. Exec Officer. These positions can be posted for their full term in years.

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