ARIZONA BOARD OF REGENTS
POLICY MANUAL

6-101 Conditions of Administrative Service

Revision Dates

10/1/2026, 9/27/2018, 11/20/2015, 4/30/2009, 1/14/1984, 3/12/1983 (adopted; effective 5/1/1983)

CHAPTER VI – PERSONNEL POLICIES

ARTICLE A. ADMINISTRATION

A. General

1. These Conditions of Administrative Service (ABOR Policy 6-101) shall constitute the policy under which administrative employees of the universities are employed. Each notice of appointment for administrative employees shall incorporate this policy by reference and shall provide that acceptance of the notice of appointment constitutes recognition that this policy constitutes the conditions of employment. The Board shall not be bound by, nor does it adopt or incorporate herein, the interpretations, policies, or recommendations of other organizations.

2. The Board is charged by law to exercise control and supervision of the state universities and their property. Any authority delegated by the Board is always subject to the ultimate authority of the Board. The Board retains the right of periodic review and modification of all aspects of governance of the universities, and the right to enact such rules, regulations, policies, and orders as it deems proper.

3. It is recognized that individual administrative employees may hold dual appointments only one of which may be to a position subject to the Conditions of Administrative Service (ABOR Policy 6-101).

B. Definitions

1. "Board" shall mean the Arizona Board of Regents.

2. "President" shall mean the president of the appropriate university or the President's designated representative, or the Executive Director of the Board Office or the Executive Director's designee.

3. "Administrator" or "administrative" shall mean an officer who is designated by the university president as an administrator and who is responsible for planning, organizing, directing, controlling, and/or evaluating the activities of a major segment of a university, including but not limited to

promulgating and implementing university rules and regulations; preparing and administering the organizational budget; maintaining relationships with administrative officials and members of business, government, and civic communities, and other activities as designated by the university president.

4. "Notice of Appointment" shall mean the document by which an appointment is made each year and which is signed by the president.

C. Appointment Procedures

1. The President shall establish procedures for securing recommendations for appointment to administrative positions. Appointments may become effective when approved by the President.

2. All administrative employees shall receive each year an appointment for an academic year or for a fiscal year beginning July 1 or a portion thereof. Appointments and reappointments shall not be for more than one fiscal year. No oral or written communication made prior to or after the execution of a notice of appointment that is inconsistent or in conflict with the Conditions of Administrative Service (6-101) shall become a part of the conditions of employment.

3. Appointments which are dependent for continuation on funding from a specific source other than state appropriations shall so state in the notice of appointment and may terminate when the funding is no longer available.

D. Compensation

1. The President may set individual salaries and allocate salary increases within limitations of available funding. Salary rates for appointments will depend upon available funding. Merit raises may be allocated by the President within the limitation of available funds.

2. Certain fringe benefits are made available to all state employees and are subject to change by the Legislature, the Board, or the university.

3. Policies governing outside activities and supplementary compensation are administered by each university.

E. Duties and Responsibilities

1. Duties and responsibilities of an administrative employee shall consist of those assigned by the President. All duties and responsibilities shall be

carried out under the direction of the President who may alter or amend assigned duties or change titles at any time.

2. Performance of assigned duties by administrative employees shall be subject to evaluation by the President and performance shall be considered in decisions relating to compensation, retention, termination, or a decision not to reappoint.

F. Reappointment

1. Decisions relating to reappointment shall be made in accordance with university rules and procedures developed by the President. The decision of the President not to reappoint or to reassign duties is final.

2. An administrative employee has no expectation of continued employment and shall not be entitled to a hearing following or prior to a decision of non-reappointment. An administrative employee whose appointment is not renewed shall not be entitled to a statement of reasons for that action.

3. Administrative employees shall be given a ninety-day (90) notification of non-renewal. Failure to provide an administrative employee with a ninety-day (90) notification of non-renewal shall not constitute an automatic renewal of appointment. If notice of non-renewal is given less than ninety days prior to the end of an administrative employee's appointment period, the employee shall be entitled to continuation of salary for ninety days from the date of notification.

G. Termination, Release, and Furlough

1. Each university shall promulgate policies and procedures for the dismissal or suspension without pay of Administrative employees. Administrative employees may be dismissed during the contract period for cause, including, but not limited to personal conduct that disrupts the employee's ability to perform properly assigned duties or responsibility, or violations or serious disregard of ABOR or University policy or rules. Administrative employees may also be released financial exigency or shifting needs of the unit, as explained below.

2. An administrative professional may be placed on leave with pay only if it is determined by the President that the employee's continued presence on the university campus is likely to constitute a substantial interference with the orderly functioning of the university or a department or unit thereof. The period of leave may extend no longer than the duration of an investigation to determine if there is just cause for dismissal or suspension without pay, except that if the investigation leads to a recommendation for dismissal or suspension without pay, then the period of leave may extend

through the final resolution of the hearing procedures. Placement on leave with pay status shall not be considered a disciplinary sanction. The employee is not entitled to a hearing or review process before being placed on Leave with Pay.

3. Administrative employees may be released prior to the end of the appointment period, when deemed necessary due to a financial emergency as declared by the University President, following notice to the Board Chair and General Counsel to the Board.

4. The President may reassign the duties or responsibilities during the term of an appointment based on the needs of the University. This decision is within the discretion of the President.

5. Regardless of the terms of the notice of appointment, administrative employees may be placed on furlough under a furlough plan approved pursuant to ABOR Policy 6-810.

H. Implementation

The President shall establish such additional policies and procedures consistent with this policy as may be needed to carry out the Conditions of Administrative Service (ABOR Policy 6-101).

I. Severability

If any section, paragraph, subdivision, clause, sentence or phrase of this policy shall for any reason be held illegal or unenforceable, such decision shall not affect the validity of the remaining portion of the policy. If any provision of this policy contains an ambiguity, which may be construed as either valid or invalid, the valid construction shall prevail.

Policy History

3/12/1983	The Policy Manual was adopted by the Board to be effective 5/1/1983.
1/14/1984	Policy revision approved by the Board on second reading.
4/30/2009	Policy revision approved by the Board on second reading.
11/20/2015	Policy revision approved by the Board on second reading.
9/27/2018	Policy revised to reflect “Executive Director” of the Board in place of “President”.
10/1/2026	Policy revision approved by the Board on second reading.

Related Information

See 3/12/1983 meeting minutes.