

**ARIZONA BOARD OF REGENTS**  
**POLICY MANUAL**

6-101      Conditions of Administrative Service

Revision Dates

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

CHAPTER VI – PERSONNEL POLICIES

A. ADMINISTRATION

A.      General

1.      These Conditions of Administrative Service (6-101) shall constitute the policy under which administrative employees of the board 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 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 his or her designee.
3.      a.      "Administrator" or "administrative" shall mean an officer who reports directly to the president or to a vice president and who is responsible for planning, organizing, directing, controlling, and evaluating the activities of a major segment of a university; 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. These positions shall include vice presidents, deans, academic department heads and other positions as determined by the board.

- b. Any nonclassified or non-student employee, not covered by the Conditions of Professional Service (6-203) or Conditions of Faculty Service (6-201), who reports to a person below the level of vice president and who has a direct role in planning, organizing, directing, evaluating, and controlling a major university function. Specific positions shall be determined by the president consistent with the terms of this definition.

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.
  - a. The president shall establish procedures for securing recommendations for appointment to administrative positions. Appointments may become effective when approved by the president.
  - b. Appointments to positions described in section 6-101B.3.b (Conditions of Administrative Service, Definitions) shall become effective only 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. Salary ranges for administrative positions are set by the board. The president may set individual salaries within those ranges or as otherwise approved by the board. Salary rates for reappointments 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 or the board.
3. Policies governing outside activities and supplementary compensation are administered by each university.

**E. Employment-Related Benefits**

The board has provided various benefits, such as the Medical Service Plan, which are a part of the employment relationship. Changes to such policies pertaining to benefits will be made by the board normally to be effective at the start of the succeeding appointment period. Additional benefits may be added to be effective as determined by the board.

**F. 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.

**G. 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 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.

H. Termination, Release and Furlough

1. Administrative employees may be removed by the president from their administrative assignment at any time, but may not be dismissed during an appointment period without reason, except as set forth in 6-101H.3 (Conditions of Administrative Service, Termination, Release, and Furlough) below.

Reasons for dismissal may include, but are not limited to, incompetence or dishonesty in professional activities, neglect of properly assigned duties, or personal conduct that impairs the individual's fulfillment of properly assigned duties and responsibilities.

Incapacity (physical or mental) to perform properly assigned duties shall also be considered as reason with due consideration given to the nature and duration of the incapacity.

2. An administrative employee may be suspended with pay if the president determines that the continued presence of the employee on the campus may constitute a substantial interference with the orderly functioning of the university or of a substantial area, unit, college, or department of the university.
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 board.
4. Regardless of the terms of the notice of appointment, administrative employees may be placed on furlough under a furlough plan approved pursuant to board policy 6-810.

I. 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 (6-101).

J. 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.

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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”.

Related Information

See 3/12/1983 meeting minutes.