


**These guidelines supersede those in the  
memo dated 9/18/2008 addressed to  
Academic Affairs Leadership Council**

## MEMORANDUM

DATE: November 3, 2008

TO: Members of the Academic Affairs Leadership Council  
(see distribution list below)

FROM:   
Emily F. Cutrer  
Provost and Vice President for Academic Affairs

SUBJECT: Revised Guidelines Regarding Approvals for Hires, Purchases and Travel

As California's fiscal crisis continues to unfold, President Haynes has revised the guidelines regarding approvals for hires, purchases and travel. We are all asked to make very prudent decisions relative to expenditures, including deferring purchases, delaying hiring where possible, and curtailing travel. Effective immediately, President Haynes will review and approve/disapprove all hiring requisitions and Vice Presidents will review and approve/disapprove all travel within their divisions.

While the current state, national and international financial situations are unsettling for all of us from both a personal and professional perspective, I am confident that, together, we can make very wise choices in using campus resources to best deliver instruction and services to students and to achieve the University's mission and goals.

The following division guidelines regarding approvals for hires, purchases and travel are effective immediately, regardless of the funding source – State general operating funds, Foundation funds, etc. The guidelines in this memo supersede the ones in my memo to you dated September 18, 2008, with the subject line “Revised Guidelines Regarding Hiring, Travel and Purchasing”.

### Hiring

- Posting of any position (temporary or permanent) requires review and approval by the President.

- Human Resources and Equal Opportunity's (HREO's) "Administrative/Staff Personnel Requisition" form must be submitted for review and approval, together with any supporting documents, as follows, in the order listed:
  - Unit manager (e.g., Academic Affairs Leadership Council member – dean, associate vice president, or director who reports directly to me)
  - Provost and Vice President for Academic Affairs
  - President
- Justification for the position is required either in the form of a cover memo or by summarizing in the "Description of Attached Document" field on the Provost's "Transmittal Form" (copy attached). The "Provost's Transmittal Form" is required.
- If offers of employment are made within 120 days of approval of the requisition and within the stated salary range, you do not need to obtain my authorization to proceed. Please do ensure that HREO's hiring protocols are followed.
- If offers of employment occur more than 120 days after approval of the requisition or exceed the salary range stated on the requisition, please contact Anthony Glasgow, Academic Affairs Resource and Operations Manager, before proceeding.
- "Personnel Action Notices" (PANs) must be approved by the unit manager (AALC member) and me.
- The President's signature is not required on the PANs, except for positions classified as Management Personnel Plan (MPP) or Confidential.
- PANs for student workers do not require my approval.
- Recruitment for an adjunct lecturer requires my prior approval and requires the President's approval (required document(s) and process for obtaining approval will be developed and announced shortly)
- Recruitment for any tenure-track faculty position requires dean's/director's approval, my approval, and the President's approval before the search begins and the position is advertised.

## **Travel**

- ***In-State and Out-of-State Travel***
  - *All* travel must be approved by the Division Vice President to ensure its necessity and contribution to the University mission *prior to incurring any expenses*.
    - "Blanket Travel Approval" form
      - ❖ May not be used for in-state or out-of-state travel, including CSU system-wide meetings and mileage for local meetings.
      - ❖ "Blanket Travel Approval" forms should be prepared and maintained at the unit level as a back-up approval for liability purposes.
    - "Request for Travel Approval" form
      - ❖ Must be prepared for *all* travel – in-state, out-of-state, international, and local trips generating claims for mileage (see directions in bullet below)
      - ❖ College/Unit manager (AALC member) must approve the form before forwarding to me for approval (modify the first approval field at the bottom of the form to indicate "Dean/AVP/Director Approval")

- ❖ Attach a copy of the registration form, announcement or flyer about the conference, meeting, seminar, training, etc., and additional information as necessary to explain the necessity of the travel and its contribution to the University mission.
- ❖ For employees who submit monthly mileage expense claims (deans, faculty in the College of Education, etc.)
  - “Request for Travel Approval” should be completed for the balance of the academic year (or semester, as appropriate)
  - State purpose of approval, e.g., monthly mileage claim for local meetings with business leaders or K-12 superintendents, site visits to K-12 schools, etc.
  - Enter both the estimated cost for monthly expense claim, and the overall estimated travel expense for November 2008 through June 2009 (current fiscal year)
  - Obtain approval of unit AALC member/Dean/Associate Vice President/Director, and submit for Provost’s approval
  - Copy of approved “Request for Travel Approval” form must be attached to each corresponding “Travel Expense Claim” submitted to A/P Travel for processing a reimbursement
- ❖ “Funding Approval Authority” field on the “Request for Travel Approval” form *must be signed by the account manager* indicating that sufficient funds are available to cover the travel expense (typically, a Dean, Associate Dean, Associate Vice President MPP Director, Faculty Director, or Department Chair/Program Coordinator)
- “Travel Expense Claim” form
  - ❖ Does not require my approval unless the claimant is an employee who reports directly to me.
  - ❖ Obtain signature(s) on the “Travel Expense Claim” form following the University procedures.
  - ❖ The approving authority is responsible for ensuring the expense claim conforms to the travel authorized and cost estimate on the “Request for Travel Approval” form.
  - ❖ A copy of the “Request for Travel Approval” form with the appropriate approval signatures must be attached to the “Travel Expense Claim” with the other supporting documents when it is submitted to the Travel Desk for processing.
- ***International Travel***
  - All international travel must be approved by the President *prior to incurring any expenses*.
    - The “Request for Travel Approval” form should be prepared and processed for approval as explained above, first obtaining the college/unit manager’s approval, and

- then mine; upon my approval, the document will be forwarded to the President for review and authorization.
- “Travel Expense Claim” form for international travel
    - Does not require the President’s nor my approval unless the claimant is a direct-report employee.
    - Obtain approval signature(s) on the “Travel Expense Claim” form following the University procedures.
    - The approving authority is responsible for ensuring the expense claim conforms to the travel authorized and the cost estimate on the “Request for Travel Approval” form.
    - A copy of the fully executed “Request for Travel Approval” must be attached to the “Travel Expense Claim” with the other supporting documents when it is submitted to the Travel Desk for processing.

**Purchasing (approval form attached)**

- No changes in protocol.
- **\$10,000 - \$24,999**
  - Attached form must be approved/signed by respective unit manager (AALC member) before forwarding to me for approval (sign next to the “Requested by” field at the top of the form). Please attach appropriate supporting documentation.
- **\$25,000 or over**
  - Same as above. Following my approval of the purchase, staff in the Provost’s Office will submit the paperwork for the President’s review and action.

If you have questions regarding any of the above, please contact Anthony Glasgow.

EFC/AG/mab

Attachments (2)

**AALC Distribution List**

Mark Baldwin, Dean, CoE	Jennifer Jeffries, Interim AVP for Plng & Acad Resources
David Barsky, AVP for Academic Programs	Janet McDaniel, Chair, Academic Senate
Anthony Glasgow, AA Resource/Operations Manager	Judith Papenhausen, Director, SoN
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Dennis Guseman, Dean, CoBA	Peter Zwick, Director, Global Education
Jan Jackson, Dean, Extended Learning	

cc: Karen S. Haynes, President  
Linda Hawk, Vice President for Finance and Administrative Services  
Matthew J. Ceppi, Chief of Staff, Office of the President  
Mary Hinchman, Associate Vice President for Business and Financial Services

Ellen Cardoso, Director, Human Resources and Equal Opportunity

Wanda Boller, Human Resources Manager

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