

## Hiring and Salary Approval Process- Effective 11/16/2017

Updated December 2017

The following grid outlines approvals needed prior to UNH Human Resources processing of hiring, reclassifications, equity increases, additional pay and similar personnel actions. Approvals for positions fully funded by external grants are specifically noted below. This document applies to all campuses of the University of New Hampshire: Durham, Manchester, UNH Law and UNH Advancement/Foundation.

**Exclusions from this approval process-** student hires, overtime pay and recruiting bonuses.

The VPFA Office and Provost's Office recognize that unique situations may occur. If in doubt, please contact the Assoc. Provost for Finance and Academic Admin (Academic and Research units) or the Assoc. Vice President for Finance (for all other units).

POSITIONS NOT FULLY FUNDED ON EXTERNAL GRANTS OR CONTRACTS	
Action	Approvals
New position or refill existing position- Benefits Eligible (including Temporary and Interim positions)- <b>Non-100% grant or contract-funded</b>	Provost/Respective VP
Tenure Track, Research, and Clinical faculty positions	Provost or Assoc Provost for Finance and Academic Admin
Extension and Lecturer faculty positions	Provost
Adjunct positions >=75% time (defined as full time appointments)	Provost/Respective VP
Adjunct positions <75% time (defined as casual or part time appointments)	<del>RC Unit Head or designee</del> Does not require Hiring Justificaton Form
Increase in % Time for more than 6 months (considered permanent)	Provost/Respective VP
Reclassifications	Provost/Respective VP
Additional Pay, including bonuses (See <a href="#">UNH.V.F.7 Additional Pay Policy</a> )	Additional pay may require Provost approval. Please submit to Director. <del>Provost/Respective VP and HR Compensation Manager</del>
Equity Increases	Provost/Respective VP and HR
Advertising- Internal or External postings-Benefits Eligible positions or Adjuncts	RC Unit Head or designee
POSITIONS FULLY FUNDED ON EXTERNAL GRANTS OR CONTRACTS	
Action	Approval
New position or refill existing position- Benefits Eligible (including Temporary and Interim positions)- <b>100% grant or contract-funded</b>	RC Unit Head or designee
Increase in % Time for more than 6 months (considered permanent)	RC Unit Head or designee
Reclassifications	RC Unit Head or designee
Additional Pay, including bonuses (See <a href="#">UNH.V.F.7 Additional Pay Policy</a> )	RC Unit Head or designee and HR Compensation Manager
Equity Increases	RC Unit Head or designee and HR Compensation Manager
Advertising- Internal or External postings-Benefits Eligible positions or Adjuncts	RC Unit Head or designee

see [UNH Organizational Chart](#)

**Provost or Respective Vice President Approval:**

- Provost & VP for Academic Affairs (Nancy Targett)
- VP for Finance & Administration (Chris Clement)-
  - AVP Finance can approve on behalf of VPFA
- President approves for Athletic Director, with the exception of contractual obligations for coach bonus/incentive pay (Mark Huddleston)
- VP for Advancement (Debbie Dutton)
- VP Enrollment Management (Victoria Dutcher)
- President approves for Assoc VP for Community, Equity & Diversity (Mark Huddleston)

**Deans and Other RC unit heads:**

Provost & VP for Academic Affairs

- Assoc. Provost for Finance and Academic Admin (Leigh Anne Melanson)
- Graduate School (Interim Cari Moorhead)
- College of Life Sciences & Agriculture (Jon Wraith)
- College of Liberal Arts (Heidi Bostic)
- College of Engineering & Physical Sciences (Wayne Jones)
- Peter T. Paul College of Business & Economics (Deborah Merrill Sands)
- College of Health & Human Services (Mike Ferrara)
- School of Law (Megan Carpenter)
- UNH Library (Tara Lynn Fulton)
- UNH Manchester (Mike Decelle)
- Cooperative Extension (Ken LaValley)
- Director Institute for Earth, Oceans & Space (Harlan Spence)

VP for Finance & Administration

- Executive Director of Public Safety/UNH Police (Paul Dean)
- Assoc VP Facilities (Bill Janelle)
- Assoc VP Business Affairs (David May)
- Associate VP/Chief Human Resources Officer (Kathy Neils)
- Assoc VP Finance (Kerry Scala)
- Assoc VP/Chief Information Officer (Stan Waddell)

Other

- Assoc VP/Community, Equity & Diversity (Jaime Nolan)
- Athletic Director (Marty Scarano)

Compensation Manager (Martie Gleason)