

Appointing Authority

Board of Trustees – Delegation of Authority

CWU Policy 108-01

Effective: June 2013

Policy Review Date: YEAR

Policy Executive: Board of Trustees

Responsible Office/Unit: Secretary to the Board of Trustees

Policy Statement:

Applicability:

Content:

Policy

Appendix A – Proposed Changes to Board of Trustees’ Resolutions Delegating Appointing and Contracting Authority

(1) Classified and Administrative Civil Service Exempt Staff

- A. A resolution of the Board of Trustees of Central Washington University delegating to the president and the president’s designees the power and authority to employ, discipline or terminate classified or administrative civil service exempt employees and to establish policies and procedures designating certain persons as "Appointing Authorities".
- B. **Whereas**, effective May 6, 1971, and as still in effect, RCW 28B.10. 528 reads as follows:
The governing boards of institutions of higher education shall have power, when exercised by resolution, to delegate to the president or his designee, of their respective university or college, any of the powers and duties vested in or imposed upon such governing board by law. Delegated powers and duties may be exercised in the name of the respective governing boards.
- C. **Whereas**, the Board of Trustees has determined that it is in the best interest of Central Washington University that the president of the university or designees have the power and duty to employ members of the classified staff under the provisions of the Washington State Department of Human Resources or other university policies and procedures.
- D. **And, Whereas**, the Board of Trustees has determined that it is in the best interests of Central Washington University that the president of the university and the president’s designees have the power and the duty to, as defined in the exempt employees’ code or other university policies and procedures, to authorize appointments, leaves and other employment conditions and privileges, as now existing or hereafter amended as it relates to administrative civil service exempt employees;

- E. **Now, be it therefore resolved,** that under the provisions of RCW 28B.10.528 the Board of Trustees of Central Washington University designates that person now holding or subsequently appointed to the position of President of Central Washington University as "Appointing Authority" for the purposes of employment, discipline, or termination of any classified or administrative civil service exempt staff employee of Central Washington University and to delegate to that person now holding or subsequently appointed to the position of President of Central Washington University the powers and duties vested in and imposed upon the Board of Trustees of Central Washington University by the Legislature in RCW 28B.35.120(2), to employ individuals as members of the classified and administrative civil service exempt staff of the institution, who, except as otherwise provided by law, shall hold their positions until discharged there from by the President or designee for good and lawful reasons.

And

- F. **Be it further resolved,** that under the provisions of RCW 28B.10.528 the Board of Trustees of Central Washington University designates the president or designee the authority to designate positions for purposes of employment, discipline, or termination of any classified or administrative civil service exempt staff employee under that person's immediate supervision; and delegate to those persons now holding or subsequently appointed to any of the presidentially designated positions the powers and duties vested in or imposed upon the Board of Trustees of Central Washington University by RCW 28B.35.120(2), to employ individuals as members of the classified or administrative civil service exempt staff of the institution in positions of employment under that person's immediate supervision, who, except as otherwise provided by law, shall hold their positions until discharged there from by any of the persons now holding or subsequently appointed to any of the presidentially designated positions, of Appointing Authority, for good and lawful reasons and all actions taken pursuant to this resolution may be subject to the approval or disapproval of the President of Central Washington University.
- G. **It is further resolved,** that the president or designee will establish policies and procedures that will establish the positions designated as "Appointing Authority" and the powers and duties of the designated positions,
- H. **Provided,** that the President may, at any time, withdraw the presidential designation from any one or the presidentially designated positions.
- I. **Be it further resolved,** that all actions taken pursuant to this delegation of powers and duties may be exercised in the name of the Board of Trustees of Central Washington University

Adopted this 7th day of June, 2013.

[05/2001, Resolution 01-02; 12/2008, Resolution 08-04; 06/2010, Resolution 10-05; 10/2010, Resolution 10-13; 10/2011, Resolution 11-10; 05/2012, Resolution 12-04; 10/2012, Resolution 12-10; 12/2012; Resolution 12-14; 06/2013, Resolution 13-04]

(2) Faculty

- A. A resolution of the Board of Trustees of Central Washington University delegating to the president and the president's designees the power and duty to make changes in assignments of faculty and special appointments to the faculty; and to employ, discipline or terminate any faculty employee of Central Washington University.

- B. **Whereas**, RCW 28B.35.120, provides:
"In addition to any other powers and duties prescribed by law, each board of trustees of the respective regional universities:
1. Shall employ the president of the regional university, his assistants, members of the faculty, and other employees of the institution, who, except as otherwise provided by law, shall hold their positions, until discharged therefrom by the board for good and lawful reason": and
- C. **Whereas**, RCW 28B.10.528 provides:
"The governing boards of institutions of higher education shall have power, when exercised by resolution, to delegate to the president or his designee, of their respective university or college, any of the powers and duties vested in or imposed upon such governing board by law. Delegated powers and duties may be exercised in the name of the respective governing boards."; and
- D. **Whereas**, the Board of Trustees has determined that it is in the best interests of Central Washington University to confirm that the university president and the president's designees have the power and the duty to appoint, discipline and terminate faculty and to make and to change the assignments of faculty, pursuant to the Faculty Code or faculty union contract; and
- E. **Now, therefore, be it resolved**, that under the provisions of RCW 28B.10.528, the Board of Trustees hereby delegates to the university president, and to all others to whom the president delegates the power and duty to change the assignments of faculty, pursuant to the Faculty Code or faculty union contract, as now existing or hereafter amended; and
- F. **Be It Further Resolved**, that under the provisions of RCW 28B.10.528, the Board of Trustees hereby delegates to the university president, and to all others to whom the president delegates the power and duty to make appointments to the faculty, pursuant to the Faculty Code or faculty union contract.
- G. **Be it further resolved** that the Board of Trustees expressly retains its power and duty to make all appointments with tenure.
- H. **Be it further resolved**, that all actions taken pursuant to this delegation of powers and duties may be exercised in the name of the Board of Trustees of Central Washington University.

Adopted this 7th day of June, 2013.

History:

*05/2001, Resolution 01-01; 10/2011, Resolution 11-10; 06/2013, Resolution 13-04
02/2001, 10/2011: Responsibility: Board of Trustees; Authority: Cabinet/UPAC; Reviewed/Endorsed by:
Cabinet/UPAC; Review/Effective Date: 06/2013; Approved by: James L. Gaudino, President
Reformatted and Assigned new Policy Number - Previous Policy CWUP 1-80-010, June 2025
Procedure CWUR 1-20-020 attached as Appendix A, June 2025*

Appendix A - Proposed Changes to Board of Trustees' Resolutions Delegating Appointing and Contracting Authority

- (1)** The office of the president maintains the original copy of all board of trustee resolutions delegating appointing and contracting authority.
- (2)** Proposed changes to the board of trustees' resolutions delegating appointing or contracting authority should be routed in track changes through the appropriate vice president or chief of staff to the president and president's cabinet for discussion. If approved, the changes will be forwarded to the secretary to the board of trustees for board review and action.