

APPENDIX A – The Presidential and Academic Administration

LEVEL	TITLE
A - President	President
B - Executive Vice President	Executive Vice President of Academic Affairs and Provost
C - Vice Presidents, Associate Vice Presidents and Chiefs	Vice Presidents
	Executive Director of Governmental Affairs
	Executive Secretary to the Board of Trustees
	Athletics Director
	General Counsel
	Chief Diversity Officer
	Chief Human Resources Officer
	Chief Public Information Officer
	Chief of Staff for President
D - Academic Administration	Deans of Colleges
	Dean of Libraries
	Vice Provosts

The presidential and academic administration is determined by the role of the position in support of presidential and academic leadership. Positions above may be added/removed by the president or the Compensation Committee; however, any change requires approval by the president and the Compensation Committee.

APPENDIX B.1 – Athletic Staff Requiring Compensation Committee Approval

SPORT	TITLE
A - Football	Head Coach and Assistant Coaches
B - Baseball	Head Coach and Assistant Coaches
C - Men's Basketball	Head Coach and Assistant Coaches
D - Women's Basketball	Head Coach and Assistant Coaches
E - Men's Soccer	Head Coach and Assistant Coaches
F - Women's Soccer	Head Coach and Assistant Coaches

Any compensation or contractual changes for athletic staff listed above require approval by the Board of Trustees Compensation Committee.

All positions on contract in the sports above must be included. Positions above may be added/removed by the president, athletics director, or the Compensation Committee; however, any change requires approval by the President and the Compensation Committee.

Board of Trustees Compensation Committee Approval Process:

1. When a vacancy arises:

- a. Athletics works with the OHR to establish a competitive salary range, terms, conditions, and outline the type of coach to recruit (credentials, experience, etc.).
- b. The chief human resources officer (CHRO) works with the general counsel to ensure the proposed terms, including buyout, conform to agreed-upon standards.
- c. The athletics director (AD) receives approval by the president.
- d. The CHRO sends applicable information (such as draft term sheet, market data, current incumbent and salary, etc.) regarding the position to each of the members of the Compensation Committee for review, questions, comments, etc. Questions can be directed to the CHRO or AD.
- e. The AD negotiates with the candidate(s), drafts a final term sheet, discusses with the president and receives presidential approval to make an offer. The offer must be contingent on Board approval.
- f. As soon as the president approves, the CHRO provides the applicable information to the Compensation Committee.
- g. The AD communicates with the executive secretary to the Board of Trustees regarding the contingent offer so that appropriate communication to the full Board of Trustees can occur.
- h. Formal scheduling, announcement and conducting of a Compensation Committee meeting occurs to approve the hire once negotiations are final.

NOTE: The Compensation Committee and the full Board of Trustees should be informed of the hire prior to public announcement.

2. When a compensation change or a contractual change arises:

- a. Athletics works with the OHR on the specific compensation or contractual change.
- b. The CHRO works with the general counsel to ensure the proposed terms, including buyout, conform to agreed-upon standards.
- c. The AD receives approval by the president.

- d. The CHRO sends applicable information (such as draft term sheet, market data, current incumbent and salary, etc.) regarding the position to each of the members of the Compensation Committee for review, questions, comments, etc. Questions can be directed to the CHRO or AD.
- e. The AD negotiates with the candidate(s), drafts a final term sheet, discusses with the president and receives presidential approval to make an offer. The offer must be contingent on Board approval.
- f. As soon as the president approves, the CHRO provides the applicable information to the Compensation Committee.
- g. The AD communicates with the executive secretary to the Board of Trustees regarding the contingent offer so that appropriate communication to the full Board of Trustees can occur.
- h. Formal scheduling, announcement and conducting of a Compensation Committee meeting occurs to approve the hire once negotiations are final.

NOTE: The Compensation Committee and the full Board of Trustees should be informed of the compensation or contractual changes prior to public announcement.

APPENDIX B.2 – Athletic Staff Requiring Notification to the Compensation Committee

SPORT	TITLE
G - Men's and Women's Cross Country and Track & Field	Head Coach and Assistant Coaches
H - Men's Golf	Head Coach and Assistant Coaches
I - Women's Golf	Head Coach and Assistant Coaches
J - Men's Tennis	Head Coach and Assistant Coaches
K - Women's Tennis	Head Coach and Assistant Coaches
L - Women's Diving	Head Coach and Assistant Coaches
M - Women's Rowing	Head Coach and Assistant Coaches
N - Women's Volleyball	Head Coach and Assistant Coaches

Any compensation or contractual changes for athletic staff listed above require a notification to the Board of Trustees Compensation Committee.

All positions on contract in the sports above must be included. Positions above may be added/removed by the president, athletics director, or the Compensation Committee; however, change requires approval by the president and the Compensation Committee.

Compensation Committee Notification Process:

1. When a vacancy arises:

- i. Athletics works with the OHR to establish a competitive salary range, terms, conditions, and outline the type of coach to recruit (credentials, experience, etc.).
- j. The chief HR officer (CHRO) works with the general counsel to ensure the proposed terms, including buyout, conform to agreed-upon standards.
- k. The athletics director (AD) negotiates with the candidate(s), drafts a final term sheet, discusses with the president and receives presidential approval to make an offer.
- l. As soon as the president approves, the CHRO informs the Compensation Committee of the hire, including applicable information (candidate, market data, hiring salary, term sheet, and specifics on how the guidelines were followed). Note: the offer (step c) by the AD can occur simultaneously with step d.
- m. The AD communicates with the executive secretary to the Board of Trustees regarding the offer so that appropriate communication to the full Board of Trustees can occur.

NOTE: The Compensation Committee and the full Board of Trustees should be informed of the hire prior to public announcement.

2. When a compensation change or a contractual change arises:

- i. Athletics works with the OHR on the specific compensation or contractual change.
- j. The CHRO works with the general counsel to ensure the proposed terms, including buyout, conform to agreed-upon standards.
- k. The AD negotiates proposed changes with the coach, discusses with the president and receives presidential approval to proceed with the change.
- l. As soon as the president approves, the CHRO informs the Compensation Committee of the hire, including applicable information (candidate, market data, hiring salary, term

sheet, and specifics on how the guidelines were followed). Note: the AD proceeding with the change in step c can occur simultaneously with step d.

- m. The AD communicates with the executive secretary to the Board of Trustees regarding the offer so that appropriate communication to the full Board of Trustees occurs.

NOTE: The Compensation Committee and the full Board of Trustees should be informed of the compensation and contractual change prior to public announcement.

APPENDIX C – Roles and Responsibilities:
 Summary of Compensation Actions requiring Compensation Committee
 Approval/Notification

Action	Board of Trustees	Compensation Committee
Development, implementation, and management of compensation program	A	A
Strategic hiring and compensation plans and policies for performance methodologies	A	A
Deviations from compensation guidelines	N	A
Compensation for the presidential and academic administration ³	N	A
Compensation for direct reports to the President not listed in Appendix A	N	A
All compensation and contractual actions for athletic staff in Appendix B.1	N	A
Compensation for President ¹	N	A
Executive Compensation ² – competitive salary range (notify in advance)	A	I
Executive Compensation ² – hiring within informed competitive salary range (notify on quarterly report)	N	N
Executive Compensation ² – compensation changes to existing employees (notify in advance and on quarterly report)	N	N
All compensation and contractual actions for athletic staff in Appendix B.2 (notify in advance)	N	N
New hire salaries where pay levels trigger market level adjustments (notify in advance)	N	N
New hires that commit university to hiring additional personnel (notify in advance)	N	N
Pay actions that occur as a non-salary compensation change (notify in advance)	N	N
Quarterly report of all compensation actions for salaries =>\$100k	N	N

Responsibilities defined:

I	Initiate	Initiates a recommendation.
N	Notify	Should be made aware of a recommendation prior to moving forward.
A	Approve	Approve the Administration’s recommendation.

Note: Approvals in the table above begin after all approvals outlined in the compensation guidelines occur.

- ¹ **Compensation for President** - Hiring salary or salary changes to the salary of the president of the University.
- ² **Executive Compensation** - Hiring salaries or salary changes for any individual with a total salary (base plus supplement) equal to or greater than \$200,000 annually.
- ³ **Presidential and Academic Administration**- Positions are listed in Appendix A.