

STOCKTON UNIVERSITY



PROCEDURE

Managerial Employee Appointments

Procedure Administrator: Associate VP for Human Resources
Authority: N.J.S.A. 18A:64-8
Effective Date: January 5, 2009; August 12, 2010, December 29, 2018
Index Cross-References: Policy VI-20.1; Procedure 6215 Managerial Performance Evaluation (MER)
Procedure File Number: 6200
Approved By: Harvey Kesselman, President

This procedure is to document the process for appointment and/or termination of Managerial Staff who are University employees and not members of a recognized bargaining unit.

Appointment - managerial employees are appointed by the Board of Trustees. Between meetings, the Board of Trustees has delegated to the University President authority to make an interim appointment of managerial staff with subsequent appointment by the Board of Trustees at their next scheduled meeting. The President shall nominate candidates to be appointed by the Board of Trustees and include documentation of educational credentials, current resume and the recommendation of the search committee or, if applicable, the search waiver approved by the Office of Institutional Diversity and Equity.

Interim Appointment - The Board of Trustees has delegated to the University President authority to make an interim appointment of managerial staff for a period of up to one year.

Evaluations - Performance evaluations will be conducted annually in accordance with Procedure 6215, Managerial Evaluation Review.

Reassignment - The President may reassign any managerial employee to perform functions necessary for maximum institutional effectiveness or more efficient utilization of managerial staff. A managerial employee can only be assigned to an area of their competence that is consistent with their qualifications.

Employment and Termination - Following appointment by the Board of Trustees, Managerial Employees are “at will” employees. The President, based on the recommendation of a cabinet officer, may implement termination of employment for managerial employees. The President will determine the date of notice to an employee whose employment is terminated.

Review History:

	Date
Associate VP for Human Resources	12/04/2018
General Counsel	12/19/2018
Cabinet	12/19/2018
President	12/29/2018