

UIC POLICIES AND PROCEDURES

		NUMBER 202-02
MANUAL Human Resources	SECTION Employment	PAGE 1 of 1
SUBJECT Academic Hires – Board of Trustees Biosketches		EFFECTIVE 04/01/1997
ISSUED BY Vice Chancellor for Human Resources		REVISED 06/25/2007
		APPROVED BY Chancellor

PURPOSE

To provide the Office of the Board of Trustees with information on new hires through a Biosketch.

SOURCES AND BACKGROUND

Office of the Board of Trustees

APPLICABILITY

Certain academic administrative/professional appointments above \$90,000

POLICY

All new academic hires to the University require Board of Trustees approval.

Academic administrative/professional appointments, such as Directors, will require a Biosketch when the total salary exceeds \$90,000/year.

All other new hires are included in the Secretary's report for Board approval.

PROCEDURE

RESPONSIBILITY

1. Hiring Official
2. Associate Director for Academic Human Resources
3. Secretary to the Board of Trustees
4. Board of Trustees
5. Secretary to the Board of Trustees

ACTION

- Processes the appointment and sends a copy of the letter of offer and vita to Academic Human Resources as part of the appointment material for administrative appointments requiring Biosketches.
- Prepares the Biosketch and submits it to Board of Trustees Office.
- Submits Biosketch to the Board of Trustees for approval.
- Approves or disapproves the appointment.
- Returns approved listing of hires to Associate Director for Academic Human Resources.