



Minnesota
STATE COLLEGES
& UNIVERSITIES

**Human
Resources**

*Building a
workforce
that delivers
excellence
in education*

The Minnesota State Colleges and
Universities system is an Equal
Opportunity employer and educator.

Information Session

Administrator Salaries

Delegation of Authority



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Authority Delegated upon Request

To the president

- Salaries for new administrators from outside MnSCU.
- Salaries for current system employees who are newly appointed to an administrator position.
- Salaries for current administrator promoted to a higher range.

This is not a mandatory delegation. Presidents not seeking delegated authority must request salary adjustment and entry salaries through the AVC for HR.

Personnel Plan for Administrators 1.13, Subd. 5 (a) and (b)



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Authorities NOT Delegated upon Request

To the president

- Lateral transfer
- Movement to a lower salary range
- Counters to external offers of employment
- Increases for purposes of “equity”

[1.13, Subd 7-8]



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Limitations

To the president

- Delegated authority is only given to a president.
- Delegated authority is not granted to anyone else in the president's absence.
- In the case of turnover or interim appointment, the new president must seek his or her own delegated authority
- The campus HR office maintains documentation of each authorized delegated authority.



Considerations for Salary Formulation

CHROs advising hiring managers

- **Internal equity**
 - *Where does this position fall in comparison to other positions in the College/University/System?*
- **Legal & protected class equity**
 - *Is this compliant with laws protecting specific classes (Title VII, etc.)?*
- **Market value**
 - *Is this salary competitive with the earnings of the industry to secure the hire?*
- **Related experience**
 - *Does the individual bring related experience increasing their value in the salary range?*
- **Related education**
 - *Does the individual bring related education increasing their value in the salary range?*
- **Interim appointees are not permitted another increase if made permanent**
 - *Is the salary competitive to a permanent status wage in this role?*



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Document (Keep it Simple)

CHROs

To: President Peterson

From: Vice President Vinson

Date: June 27, 2011

Re: Request to hire above the delegation limit

We wish to offer our top candidate, Dr. X, a salary of \$115,000. This is the salary we believe it will take to secure her for the position. She is currently at 112,000 at XYZ college. She would be the highest paid dean at our campus, but sciences demand more in the marketplace. The other two deans have less total experience than Dr. X.

This Dean of Science position is in range 6.

CV is attached.

*Approved
P. Peterson
4/28/11*

You must demonstrate documentation of salary decisions as part of an audit or a personnel management review.



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Please direct questions to the System Office HR Division

<http://www.hr.mnscu.edu/index.html>

Form requesting campus delegated authority:

<http://www.hr.mnscu.edu/compensation/initialSalaryPlaceme.html>