

THE CALIFORNIA STATE COLLEGES
Office of the Chancellor
5670 Wilshire Boulevard
Los Angeles, California 90036

June 27, 1967

TO: State College Presidents

FROM: Raymond A. Rydell *R.A.R.*
Executive Vice Chancellor

RE: Authorization and Appointment of State College
Presidents to Approve Appointments at Advanced Steps
Executive Order No. 42

I am pleased to transmit a copy of Executive Order No. 42 which delegates authority to the College President to approve appointments at advanced steps.

Also attached is an FSA letter which indicates policies and procedures to be used to implement this delegation of authority.

Please address any questions regarding interpretation of this Executive Order and FSA 67-51 to the Office of Faculty and Staff Affairs.

RAR:ad
Attachments

cc: Vice Presidents or Deans of Academic Affairs
Business Managers
Personnel Officers
Chancellor's Office Staff

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Delegation of Authority to
Appoint at Advanced Steps
Executive Order No. 42

Pursuant to Section 8, subdivision g, and Section 1, of Chapter III of the Standing Orders of the Board of Trustees of the California State Colleges, authority is hereby delegated, effective immediately, to each State College president with respect to his particular State College, including the authority to subdelegate to officers and employees at his State College, to appoint individuals at salary steps above the minimum of the salary range established for the particular classification; provided, that sufficient funds are appropriated to compensate the individuals so appointed at such higher salary steps.

This Executive Order supersedes subparagraph "c" at page 2 of the March 9, 1962 memorandum from the Office of the Chancellor to College Presidents, Business Managers and Personnel Officers.

DATED: June 27, 1967.

Glenn S. Dumke
Chancellor



By: Raymond A. Rydell
Executive Vice Chancellor

No. 42-Delegation for Advanced Steps

THE CALIFORNIA STATE COLLEGES
Office of the Chancellor
5670 Wilshire Boulevard
Los Angeles, California 90036

March 15, 1967

TO: State College Presidents

FROM: Glenn S. Dumke 
Chancellor

Enclosed is a copy of Executive Order No. 39, authorizing you to admit students to your college beginning March 16, 1967. Please resume the admission of all qualified students within the enrollment projected in the Governor's budget.

In order to guard against admitting students for whom you may not have sufficient faculty, I advise you to proceed with reasonable caution. The unique situation and educational characteristics of your institution need to be considered along with the various factors that affect the recruitment of properly qualified faculty.

We shall need to monitor your student admissions and faculty recruitment progress at monthly intervals. If it is found necessary to control total enrollment later in the admissions cycle, I will seek your advice. It is my suggestion that you proceed for the present on the basis of the student mix percentages you recommended in your most recent correspondence on this subject.

I am deeply appreciative of the considerable extra effort this process has demanded of you and your staff. The cooperative spirit with which the budget and enrollment problems have been met has been outstanding.

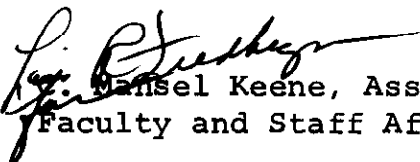
GSD:ja

cc: Chancellor's Staff

THE CALIFORNIA STATE COLLEGES
Office of the Chancellor
5670 Wilshire Boulevard
Los Angeles, California 90036

FSA 67- 51
June 27, 1967

TO: State College Presidents

FROM:  Mansel Keene, Assistant Chancellor
Faculty and Staff Affairs

SUBJECT: Implementation of Executive Order No. 42
Delegation of Authority to Appoint at
Advanced Step

The subject Executive Order is another in a series of actions intended to facilitate the use of college authority consonant with responsibility. While your college may choose to implement this delegation of authority in a number of ways, this office will continue to require the availability of certain data which are developed from the use of appointments at advanced steps. So that this information will be obtainable from each college when needed, please be sure that the following continuing files are kept by your college:

- A. A record of the number of requests to extend an offer of appointment at an advanced step (these should be tabulated on a monthly basis starting July, 1967)
- B. A record of the number of appointments at advanced step (tabulated on a monthly basis starting July, 1967)
- C. An individual record of each appointment at an advanced step which indicates the basis for the approval of such an appointment.

With respect to Item C, you may wish to adapt the request form which has been in use prior to Executive Order No. 42 as a means of keeping adequate records should certain data on the use of advanced step appointments be requested at a later time.

The potential importance of the record of need for and use of advanced step appointments should not be overlooked. Past cautions and policies of conservative use of advanced step appointments still apply. The usual requirements to establish equivalence of experience, special qualifications of the appointee for the assignment made, the recruitment difficulties involved, and the necessity to meet salary equivalence or competition should be observed. Our need for accurate data to support salary schedule studies and compensation increase requests may result in future queries about this information.

MD:ad

cc: Vice Presidents or Deans of Academic Affairs
Business Managers
College Personnel Officers
Chancellor's Office Staff