

**From:** Maureen Stanton  
**Sent:** Wednesday, March 06, 2013 1:29 PM  
**Subject:** Advisory to Deans #AA2013-04 -- Delegation of Authority for Retroactive Summer Compensation and Retroactive Approval of Actions

**Advisory to Deans #AA2013-04**

**DEANS, EXECUTIVE ASSOCIATE DEANS, ASSOCIATE DEANS, ASSISTANT DEANS, AND ACADEMIC PERSONNEL ANALYSTS**

Dear Colleagues,

Attached for your information is an Advisory to Deans regarding the delegation of authority for retroactive summer compensation and retroactive approval of actions.

Best regards,

Maureen Stanton

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Maureen L. Stanton  
Vice Provost—Academic Affairs  
Professor of Evolution and Ecology  
University of California, Davis  
One Shields Avenue  
Davis, CA 95616-8558  
Phone: (530) 752-2072  
Fax: (530) 752-6359  
Email: [mlstanton@ucdavis.edu](mailto:mlstanton@ucdavis.edu)  
Web site: <http://academicpersonnel.ucdavis.edu/>

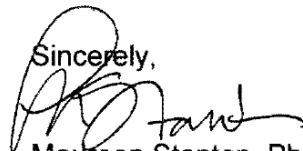
February 25, 2013

DEANS, ASSOCIATE DEANS  
ASSISTANT DEANS, and ANALYSTS

**SUBJECT:** Delegation of Authority for Retroactive Summer Compensation and  
Retroactive Approval of Actions

I am delegating authority to the dean to approve retroactive summer compensation. Requests will no longer need to be forwarded to my office for approval. The dean's office will be office of record for these actions.

I am also revising our process for approval of retroactive actions in cases where the ontime action would normally have been delegated to the dean. The final decision for any action more than 60 days retroactive to the effective date remains with the Vice Provost -Academic Affairs, whereas actions delayed by less than 60 days remain redelegated to the Dean. For example, for a fiscal year appointee, a non-redelegated retroactive action is one that is approved more than 60 days after the effective date of the action. An example of a non-redelegated action for academic year appointees would be an action that is approved more than 60 days after the beginning of the service period. Please note that all non-redelegated retroactive actions must include a recommendation from the Dean.

Sincerely,  
  
Maureen Stanton, Ph.D.  
Vice Provost—Academic Affairs  
Professor, Evolution and Ecology

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