

Buffalo State Signature Policy
(Revised January 2009)

ACTION / FORMS	SPECIFICS	FINAL APPROVAL
MANAGEMENT / CONFIDENTIAL		
All	Any M/C personnel transaction (appointments, leaves, separations, salary increases, extra service, position release, recruitment plan, etc.)	President
POSITION RELEASE		
	Faculty Professionals Classified Staff	Vice President
RECRUITMENT PLAN		
	Faculty Professionals	Vice President
APPOINTMENTS		
Professionals and Faculty (full-time only)	Continuing/Permanent, Promotions, Chair Designations	President
	New Appointment* Renewal of Term* Extension of Temporary Retiree at a salary above annual retirement system earnings limitation	Vice President
Faculty (part-time only)	New Appointment Renewal of Term Extension of Temporary Adjunct assignments without salary	Deans
Classified Staff	New Appointment, Extension of Temporary	Vice President
Graduate Assistants	New Appointment, Extension of Temporary	Dean or appropriate VP
LEAVES		
	Sick Leave, Maternity/Child Care, Sabbatical	Vice President
	Administrative/Title F	President
EXTRA SERVICE		
	Extra Service at BSC Extra Service at another State agency (UP-6 or UP-8 required) Dual Employment	Vice President
SEPARATIONS		
Non-Renewal/Expiration of Term	Part-Time Faculty	Deans
	Professionals* and Full-Time Faculty (except when employee is up for Continuing or Permanent appointment)	Vice President
	Professionals* and Full-Time Faculty when employee is up for Continuing or Permanent appointment	President
Resignation, Retirement, Termination	Professionals and Full-Time Faculty Classified Staff	Vice President
	Part-Time Faculty Graduate Assistants	Deans
MISCELLANEOUS		
	Salary increase over 10%	President
	Salary increase less than 10% Other changes (line number, local title, FTE, pay mode, obligation, etc.)	Vice President
	Summer Session appointments	Deans

*Exception: The President will approve transactions regarding employment of direct reports to Vice Presidents.