

# University of the Virgin Islands Board of Trustees Resolution

To establish a Human Resources Committee, which will function as an ad hoc committee of the Board of Trustees.

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**WHEREAS**, the hiring and management of University personnel requires a well developed Human Resources program and policy; and

**WHEREAS**, the Board of Trustees wants a comprehensive review conducted of the personnel policies and practices at the University;

**NOW, THEREFORE BE IT RESOLVED, that**

The ad hoc Committee of the Board to be known as the Human Resources Committee (HRC) is hereby established for a term of two years for the purpose of:

- I. To oversee the development of:
  - a. A new Human Resources philosophy and policy statement for the University; and
  - b. A revised charter for the Human Resources department which explains and clearly details its role, authority, and responsibilities;
- II. To oversee the development of clearly delineated roles, responsibilities and procedures for the various faculty and staff personnel selection committees and their formal relationship to the Human Resources department of the University;
- III. To oversee the development of a program for faculty and staff orientation, training and development capability; and
- IV. To review and recommend approval to the Board of Trustees revisions to the UVI Personnel Manual and Faculty Policy Manual with due regard to the legitimate differences between the needs, requirements and traditions of faculty and staff;

**And, it is further RESOLVED that**

The HRC shall have as members the following:

- a. Three non ex officio members of the Board of Trustees appointed by the Chair, one of whom shall be designated by the Chair as the Chair of the Committee;
- b. The President of the University;
- c. The Provost;
- d. A senior staff manager selected by the President
- e. The Chair of the Faculty.

**And it is further RESOLVED that**

No executive University personnel shall be hired at UVI who fail to meet the qualifications set forth in the published notice of vacancy for a given position. As defined in this Resolution, "executive University personnel" shall consist of the University Vice Presidents, Provost, Chief Information Officer, Campus Executive Administrators, and Vice Provosts.

Effective from the date of this resolution, the President shall provide, via e-mail and/or facsimile, to the Executive Committee of the Board of Trustees in advance of hiring executive University personnel, the notice of vacancy for each position and the resume or qualifications of the person to be hired for each such position not less than three days before a formal contract offer is made.

No employment contract or any extension of an employment contract shall be offered by the President to any prospective employee, absent Board approval, for a term of more than three years for faculty and two years for all other employees.

CERTIFICATION

The Undersign do hereby certify that the foregoing is a true and exact copy of a resolution of the Board of Trustees of the University of the Virgin Islands adopted at it meeting on Saturday, March 17, 2007 as recorded in said minutes.

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Secretary of the Board

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Date

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Chairman of the Board

\_\_\_\_\_  
Date