

POLICY MEMORANDUM

No. I-15

Authorization to Approve Personnel Actions

The authorization to approve personnel actions including but not limited to job offers, hires, rehires, salary increases, promotions/demotions, transfers and terminations for the Missouri University of Science and Technology campus has been delegated by the President of the University to the Chancellor who has redelegated that authority as follows. No other authority exists.

Academic and Academic Student Appointments (GTAs, GRAs, STAs, SRAs)

Provost or Vice Provost for Academic Affairs

Non Academic Appointments

Vice Chancellor for Administrative Services

Director of Human Resource Services

Non Academic Student Appointments (student assistants)

Vice Chancellor for Administrative Services

Director of Human Resource Services

Director of Student Financial Assistance (work study students only)

Submission of personnel recommendations which require approval by the Chancellor are the responsibility of the official identified above. The Chancellor will approve and submit all recommendations requiring approval by the President.

Unless specifically exempted by the Chancellor or President, until the appropriate University/Campus administrator has approved any and all requests submitted, the action cannot and will not take effect and there is no implied approval.

EFFECTIVE DATE: Immediately

RESPONSIBILITY: Provost, Vice Provost for Academic Affairs, and Vice Chancellor for Administrative Services

BASIS: [HR 201](#), University of Missouri Collected Rules and Regulations [320.020](#) and [320.030](#)

John F. Carney III
Chancellor