



## Policy Directory

Responsible Division: Finance and Administrative Services  
Responsible Office: Human Resources  
Issue/Revision Date: 12/01/2017

## **Employment Authorization**

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### Policy:

The Board of Trustees of State Institutions of Higher Learning has the sole power and authority to select the University President/IEO and Board approval is required for the creation, appointment, elimination, or significant modification of the positions of Provost and Executive Vice President, Vice President, Dean and Associate/Assistant Provost or Associate/Assistant Vice President who supervises Deans. The President/IEO has the authority to approve and execute Board contracts with members of the teaching faculty, executive, administrative, managerial, and other professional employees of the University in positions authorized to receive Board contracts. The individuals at the vice presidential level of the various University divisions have the sole power and authority to authorize the employment of the administrative, managerial, and other professional staff who do not receive Board contracts.

Deans/Directors of the various University units have the power and authority to employ non-exempt employees and graduate assistants, with vice presidential level approval.

Prospective employees shall be provided written offer letters, issued by the Office of Human Resources. An offer of employment may be withdrawn if the prospective employee is unable to begin work by the date indicated in the offer letter.