

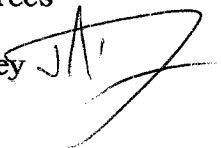


UNIVERSITY *of*
NORTH FLORIDA.

November 1, 2007

MEMORANDUM

TO: Rachelle Gottlieb, Vice President
Human Resources

FROM: John A. Delaney 
President

SUBJECT: Delegation of Authority for Personnel Functions

Pursuant to the Resolution of the Board of Governors of the State University System of Florida on January 7, 2003 and Section 1001.74(5)(a), Florida Statutes (2007), the University of North Florida Board of Trustees shall establish the personnel program for all employees of the University, including the President.

Pursuant to the Resolution on Presidential Authority adopted by the University of North Florida Board of Trustees on January 26, 2007 The University President is authorized to implement polices and procedures to recruit, appoint, transfer, promote, compensate, evaluate, reward, demote, discipline and remove personnel in accordance with applicable law and rules, regulations and policies approved by the University Board of Trustees.

Effective this date, I hereby delegate the direct oversight responsibility for the Office of Human Resources to the Vice President for Human Resources.

This delegation of authority shall include signature authority on all personnel documents such as Personnel Action Forms, Overtime Forms, OPS Contracts and OPS Personnel Action Forms, this approval and signature authority may be further delegated as appropriate with prior written approval.

The Office of Human Resources shall have primary responsibility for the employment function. Appointments will be approved and an offer of employment letter made in behalf of the University by the Office of Human Resources upon recommendation of the hiring administrator. The authority to hire an applicant referred by the

Office of Human Resources for employment or promotion is vested in the department or unit having the vacancy.

This delegation of authority shall remain in effect until revoked by me in writing.

Thank you for agreeing to accept this responsibility.