August 29, 2018

MEMORANDUM

TO: Pamela S. Chally, Interim Provost and Vice President, Academic Affairs
    Shari A. Shuman, Vice President, Administration and Finance
    Karen J. Stone, Vice President and General Counsel
    Ann S. McCullen, Vice President, University Development and Alumni Engagement

FROM: David M. Szymanski, Ph.D.

SUBJECT: Delegation of Signature Authority for Personnel Action Forms, Overtime Forms, OPS Contracts, and OPS Personnel Action Forms

Effective this date, I hereby delegate to each officer listed above authority to approve and sign the following documents concerning personnel within each officer’s division or unit:

1) Personnel Action Form
2) Overtime forms
3) OPS Personnel Action Forms

The foregoing documents should be forwarded directly to the appropriate University office for processing. This authority may be further delegated as appropriate in support of the philosophy of decentralization and to increase the efficiency and effectiveness of the administrative procedures within the University.

Vice Presidents and their designees are responsible for ensuring that their respective division or unit has the funding necessary to cover all contracts, OPS activities, and overtime expenses that are approved.

This delegation supersedes any and all prior delegations by this office as to this subject matter and shall remain in effect until revoked by me.