



August 29, 2018

M E M O R A N D U M

TO: Shari A. Shuman, Vice President, Administration and Finance

FROM: David M. Szymanski, Ph.D. *DMS*
President

SUBJECT: Delegation of Authority for Personnel Functions

Pursuant to Board of Governors Regulation 1.001, the University of North Florida Board of Trustees has established a personnel program for all employees of the University, including the President.

The University President is authorized to implement policies and procedures to recruit, appoint, transfer, promote, compensate, evaluate, reward, demote, discipline, and remove personnel in accordance with applicable law, 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, Administration and Finance.

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

The Office of Human Resources has primary responsibility for the employment function. Appointments will be approved and offer of employment letters made on 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 with the vacancy.

This delegation of authority supersedes any and all prior delegations by this office as to this subject matter, shall remain in effect until revoked by me in writing, and shall not be further delegated.