

Employment Actions Approval Procedures

ACADEMIC AREAS (AAH, BBS, CAFLS, COES, HEHD, Provost, CCIT, Library):

The following employment actions require Provost **AND** President Barker's Approval following approval by the Department Chair and Dean. PSA funding requires approval of VP for PSA.

- **Permanent Position Recruitment and Hire** – only a very limited number of critical positions will be approved. Requests must address criteria outlined in President Barker's November 20 memorandum.
- **Temporary Full or Part Time Recruitment and Hire**
- **Dual Employment and Overload Requests** – these must be submitted and approved PRIOR to the work or they will be turned down.
- **All Pay Raise Requests** – including additional duties and temporary salary adjustments.
- **All Bonuses and Awards Requests**

The following employment actions require Department Chair and Dean Approval:

***Provost does NOT need to sign*

- **Temporary Grant, Time Limited and Intermittent Recruitment and Hire**– Send paperwork to Sara Foster, Office of Human Resources.
- **Regular Undergraduate and Work-Study Undergraduate Student Hires** – includes hires, pay and increases (regardless of fund source). Maintain paperwork at college level.
- **Graduate Student Hires** – includes hires, pay, and increases (regardless of fund source). If you are actually going to put a graduate student on the payroll (NOT if you are simply making an offer). Maintain paperwork at the college level.

The following employment actions require Provost and Dean Approval:

- **Overtime Work** – Overtime **MUST** be approved before the work is performed. Maintain paperwork at college level.

PSA UNITS AND NON-ACADEMIC AREAS (Advancement, Athletics, Board/Secretary/President, Facilities, Financial Affairs, Research, Student Affairs):

The following employment actions require VP **AND** President Barker's Approval following approval by the Department Head and Division Director:

- **Permanent Position Recruitment and Hire** – only a very limited number of critical positions will be approved. Requests must address criteria outlined in President Barker's November 20 memorandum.
- **Temporary Full or Part Time Recruitment and Hire**
- **Dual Employment Requests** – these must be submitted and approved PRIOR to the work or they will be turned down.
- **All Pay Raise Requests** – including additional duties and temporary salary adjustments.
- **All Bonuses and Awards Requests**

The following employment actions require Department Head, Division Director, **AND** VP Approval:

- **Temporary Grant and Time Limited, Intermittent Recruitment and Hire**– Send paperwork to Sara Foster, Office of Human Resources.
- **Regular Undergraduate and Work-Study Undergraduate Student Hires** – includes hires, pay and increases (regardless of fund source). Maintain paperwork at college level.
- **Graduate Student Hires** – includes hires, pay, and increases (regardless of fund source). If you are actually going to put a graduate student on the payroll (NOT if you are simply making an offer). Maintain paperwork at the college level.
- **Overtime Work** – Overtime **MUST** be approved before the work is performed. Maintain paperwork at college level.