


MEMORANDUM

TO: Steve Belcher
Director, Human Resources

FROM: Dr. Joseph D. Shepard 
Vice President, Administrative Services

DATE: November 1, 2005

SUBJECT: Delegation of Authority – USPS and A & P Employment Plans

Pursuant to a delegation of authority dated November 8, 2004, the University President has granted me the authority to administer and execute business and finance agreements on behalf of the Florida Gulf Coast University Board of Trustees, provided such contracts are in conformance with law and the rules of the Board of Trustees.

I hereby designate the Director of Human Resources as my designee and authorized institutional representative for purposes of administering and executing the University Support Personnel System (USPS) to include but not be limited to executing offer of employment letters and notices of employment termination when such actions are taken upon the request of the respective vice president or senior administrator, or his or her designee. You also are delegated the authority to execute forms and letters implementing authorized special pay increases, promotions, re-classifications, and bonuses for USPS and A & P employees. This authority is construed to extend to execution of any amendments or modifications to such letters and notices and to the rescission thereof.

This delegation is effective provided that funds are available and the offers are issued in accordance with law and University rules.

This delegation is effective immediately and supersedes any previous delegations relating to this subject matter. Any redelegation of this authority shall be in writing with a copy sent to the General Counsel and me. Redelegation should align with effective organizational assignments of responsibility and should not be below the level of assistant/associate director.

c: Dr. Joseph D. Shepard, Vice President, Administrative Services
Wendy S. Morris, Esq., General Counsel

