



OFFICE OF THE VICE PRESIDENT  
ADMINISTRATIVE SERVICES AND FINANCE

**MEMORANDUM**

TO: Pamela Bowman  
Associate Vice President and Director of Human Resources

FROM: Steve Magiera *SM*  
Vice President for Administrative Services and Finance

DATE: November 1, 2017

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

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Pursuant to a restructuring, the University President placed the Human Resources Department within the Division of Administrative Services and Finance. As the Vice President for Administrative Services and Finance, my responsibilities include the authority to administer and execute the University Personnel System for Support Personnel (SP) employees and Administrative and Professional (A & P) employees.

I hereby designate the Associate Vice President and Director of Human Resources as my designee and authorized institutional representative for purposes of administering and executing the University Personnel System 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 President, the respective Vice President, Senior Administrator, or his or her designee. You are also delegated the authority to execute forms and letters implementing authorized special pay increases, promotions, re-classifications, and bonuses for SP and A & P employees. This authority is construed to extend to the execution of any amendments or modifications to such letters and notices, or related documents, and to the rescission thereof.

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

This delegation is effective immediately and may not be redelegated.

c: Dr. Michael V. Martin, President