MEMORANDUM

TO: Academic Direct Reports

FROM: Felecia M. Nave, Ph.D., Provost & Senior Vice President for Academic Affairs

DATE: March 16, 2015

RE: Statement Regarding Hiring Supervisors Who Exceed Their Authority

During the fall semester, it was brought to my attention that hiring departments were extending verbal commitments of employment to applicants prior to receiving approval from the Office for Academic Affairs. In other instances, applicants were allowed to sign contracts without all appropriate signatures being obtained. Commitments of salary that were above the 10% of minimum were promised without human resources or Provost/Senior Vice President approval. These three instances are all examples of where hiring departments have exceeded their authority.

This matter was addressed repeatedly in the fall and during the start of the spring semester with academic affairs direct reports verbally and in several email communications. You were asked to ensure that these expectations were communicated throughout your respective organizational structure so that everyone is aware and informed of the hiring protocol. Unfortunately, the Academic Affairs Division continues to experience repeated instances of where hiring departments exceed their authority, particularly in making verbal commitments to applicants without receiving approval from the Provost.

The expectation for all hiring supervisors is that they follow the appropriate guidelines and protocols established by the Office for Human Resources and that they DO NOT exceed their authority in making an offer to an applicant without first seeking the appropriate approvals, including contract approval from the Provost’s Office. Our Office is not bound to honor any commitments that have been made to an applicant that has not received the appropriate approvals. Continued violation of this policy will be addressed through the adherence to UAP 33.99.99.P0.02 Organizational Accountability Policy.

xc: Dr. George C. Wright
    Mrs. Radhika Ayyar
    Mrs. Betty Ricks-Harris