

Hiring Procedure – Delegation of Authority

Procedure Change

Effective Aug 1, 2018

Authority/Approval Matrix		Role									
		Chair or Dept. Head	Business Manager	Dean or VC/VP/AP/AVC	HR	CFO	Provost	Chancellor	CHRO	OGC	President
		CSD Department	CSD Fiscal	CSD Operational	UMSL HR	UMSL Fiscal	UMSL Operational	UMSL Operational	UM System	UM System	UM System
Action	Reason										
1 Hire	Hire a Dean, Provost or Vice Chancellor (HIR/NPW)						R	R	C	C	A
2 Hire	Replace Budgeted Faculty Position (HIR/NPW)	R	R	R	C,S	A	A	A			
3 Hire	New, non-budgeted Faculty Position (HIR/NPW)	R	R	R	C,S	A	A	A			
4 Hire	New, Non-Budgeted Staff Position (HIR/NPW)	R	R	R	C,S	A	A	A			
5 Hire	Replace Budgeted Staff Position (HIR/NPW) - at original or lesser grade	R	A	A	C,S	I	I				
6 Extend	Temporary Positions beyond 8 months	R	C	R	C,S	A	A	A			
7 Hire	Temporary Positions up to 5 months	R	A	A	C,S						
8 Extend	Temporary Positions Additional 3 months	R	A	A	C,S						
9 Hire	Student Positions	R	A	A	S						
10 Hire	Courtesy Appointment / Volunteer (HIR/CAP)	R	R	A	C,S						
11 Hire	Hiring a Non-Resident Alien requiring sponsorship or not in possession of a Permanent Resident (Green) Card	R	C	R	A	R	R	A			

Guidelines	
Responsibilities are associated with roles, not specific people	
The same person may have more than one role in the process	
Avoid too many 'C's' as they can bog down the process. Too few 'A's' can decrease quality, accuracy and/or results.	
Role	Role Description
(R)esponsible/Recommender	Those who do the work to complete the task. There is at least one role with a participation type of responsible, although others can be delegated to assist in the work required.
(A)pprover/Accountable	The individual(s) ultimately answerable for the correct and thorough completion of the deliverable or task, who ensures the prerequisites of the task are met and delegates the work to those responsible. In other words, an accountable must sign off (approve) work that responsible provides.
(C)onsulted	Those whose opinions are sought, typically subject matter experts; and with whom there is two-way communication
(S)upport	Provides transactional support to help complete the task as opposed to input or consultative help.
(I)nformed	Those who are kept up-to-date on progress, often only on completion of the task or deliverable; and with whom there is just one-way communication.

NOTE: (1) Hiring practice applies to all types of funding and includes all units and departments.