

VIRGINIA STATE UNIVERSITY

Section:	Presidential Policy
Policy Number:	205
Policy Name:	Hiring Authority
Applicability:	All University Employees
Effective Date:	June 16, 1998
Revision Date:	n/a
Review Date:	September 1, 2000

I. Purpose

The purpose of this policy is to identify the individual positions authorized to make final hiring decisions and extend offers of employment. Its intent is to ensure that the University's hiring practices are consistent with state requirements for hiring and employment offers.

II. Hiring Authority

The Department of Personnel and Training Policy No. 2.10, Section E, Hiring, defines the hiring authority as ~~A~~the individual making the final hiring decision.@

The Bylaws of the Board of Visitors of Virginia State University, Article III, Administration, Section I, states that the President ~~A~~may appoint all persons to serve on the administrative staff and faculty of the University, except appointments at or above the Vice President level which shall be subject to the approval of the Board.@

III. Policy

The hiring authority for all classified and contractual positions is the President. This authority is delegated by the President to the Provost, Vice President for Academic Affairs, Vice President for Administration and Finance, Vice President for Development, Vice President for Student Affairs and the Chief of Staff for positions in units under their supervision. The President is the hiring authority for all units under his direct supervision: Human Resources, Development, Office of the President and University Relations.

PAGE 2

Procedure Number: 205

Procedure Name: Hiring Authority

IV. The hiring authority has the following responsibilities:

- a. Review the selection documentation for applicants interviewed;
- b. Select the candidate for the position;
- c. Send the selection documentation to the Human Resources Office; and
- d. Notify persons interviewed but not selected of the hiring decision.

V. The Human Resources Office has the following responsibilities:

- a. Ensure that the recruitment and selection processes are conducted in compliance with state and University requirements;
- b. Make all offers of employment (verbal and written); and
- c. Send an employment offer letter to the final candidate.

These responsibilities cannot be delegated to the Vice Presidential level.

VI. Any requests for exception to this policy must be submitted in writing and approved by the President.

APPROVED BY: _____
President

DATE: _____