

UIC HR Policies and Procedures

NUMBER

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SUBJECT	EFFECTIVE	REVISED
<i>Delegated Authority</i>	1/29/2014	
ISSUED BY	APPROVED BY	
Assistant Vice President for Human Resources	Chancellor	

PURPOSE

To establish the responsibility, obligations and authority at UIC for the authority to approve actions and documents related to position approval, hiring, and personnel transactions.

SOURCES AND BACKGROUND

University of Illinois Statutes
The General Rules Concerning University Organization and Procedure

APPLICABILITY

All UIC staff involved in position approval, hiring and personnel transactions

POLICY

It is the policy of UIC that all position approvals, hiring, and personnel transactions are to be completed and approved through the direct authority of the Chancellor, respective Vice Chancellors, and respective Deans. The Chancellor, Vice Chancellors, and Deans may authorize others to approve such actions subject to their final approval. This approval may be delegated such that the authorized individual approves the document or transaction online or in paper form. The Chancellor, Vice Chancellors, and Deans are to maintain a list of those to whom such authority is delegated and, in the case of designated academic search coordinators, must submit said list to the Office for Access and Equity.

PROCEDURES

RESPONSIBILITY

1. Chancellor/Vice Chancellors/Deans
2. Delegated Unit Hiring Officials

ACTION

Identifies individuals in their respective units who may approve Position Approvals, handle hiring/personnel (HR) transactions on their behalf, and serve as academic search coordinators.

Approves respective HR transactions within their outlined and approved authority levels.