



Minnesota
STATE COLLEGES
& UNIVERSITIES

Delegation of Authority Request for College or University Presidents

Signing below requests delegation of authority to approve entry and promoting appointments' salary exceeding the designated delegation limit for the salary range found under 1.13, Subd.5 (c) and (d) of the Personnel Plan for Minnesota State College & Universities (MnSCU) Administrators.

By requesting this delegation I agree that:

- * My college or university Chief Human Resource Officer (and/or other HR staff) will review the PowerPoint Presentation regarding this delegation.
- * The CHRO (or other HR staff) will develop a process to keep necessary records documenting situations in which I approve salaries above the delegation limit.
- * The authority to approve salaries beyond the delegation level is solely my responsibility as an individual and cannot be exercised by anyone else at my college or university.

President Name: _____ College/University _____

President Signature: _____ Date _____

Please list HR Staff accountable for documentation.

Name(s): _____ Title(s): _____

Return to (either):

Minnesota State College & Universities
Attn: Associate Vice Chancellor for HR
Wells Fargo Place
30 7th St. E, Suite 350
St. Paul, MN 55101-7804

Scan and email to:
classification@so.mnscu.edu

Delegation authorized with signature of the Associate Vice Chancellor for Human Resources.

AVC for HR Signature _____

AVC Name (Print) _____ Date _____