

Delegation of Authority Request for College or University Presidents

Complete this form to request delegation of authority to approve salaries for new and promoting administrators which exceed the authority under 1.13, Subd.6 (a) and (b) of the Personnel Plan for MnSCU Administrators.

College or University Name	President's name - Please print

In requesting this delegation I agree that:

- My college or university Chief Human Resource Officer (and/or other HR staff person) will participate in an informational session regarding this delegation (see page 2).
- The CHRO (or other HR staff person) will develop a process to keep necessary records to document situations in which I approve salaries above the delegation limit.
- This authority is delegated to me as an individual and cannot be exercised by anyone else at my college or university.

Complete the above information, sign the form, and return to:
Linda Skallman, Associate Vice Chancellor, Human Resources
Office of the Chancellor
Wells Fargo Place
30 7th St. E, Suite 350
St. Paul, MN 55101-7804

Your delegation will be effective when the form is signed and returned to you.

President's signature		Date	
AVC, HR's signature		Date	

The following information sessions will be held for Chief Human Resource Officers or other HR staff. If you cannot attend one of the scheduled sessions, you may review the recorded information and notify the Associate Vice Chancellor, Human Resources of the date you viewed the session. Register in STARS for whichever session you wish to attend. The delegation form will not be signed and returned until the CHRO or other HR staff member has participated in one of the 3 sessions or viewed the recording.

Please list all HR staff who will attend the information sessions.

Name	Title	Will attend session #

Information sessions (via web ex) are scheduled for the following dates. Please register in STARS.

Session #	Date	Time
1	Thursday, July 7	2:30 – 3:00
2	Friday, July 22	9:30 – 10:00
3	Tuesday, August 2	11:00 – 11:30

In addition, a recording will be made and posted to hr.mnscu.edu. If you choose this option, please notify the AVC, HR of the date you viewed it and record it in STARS.