I. No person may be recommended for employment unless selected in accordance with Board of Trustees’ Policies BP 7210 through BP 7270. No person may approve a personnel action written for him or herself. All such personnel actions are to be routed to the organizationally superior administrator, or to the Board.

II. Before starting a selection process, a supervising manager for the position must take the necessary steps to ensure that the appropriate position is adequately budgeted. In addition, a recommendation for employment must be approved by the following managers before a prospective employee is asked to start work:

A. The supervising manager for the position.

B. (Any additional manager contributing funding for the position.)

C. The manager’s supervising administrator.

D. The Chief Business Officer (CBO)

E. The Dean, Human Resources

III. An offer and a start date can be extended to a prospective employee when a completed “Personnel Assignment Request (PAR)” Form 7112A has been submitted to the Human Resources office, and the originating office has received written confirmation that an offer can be extended.

Reference:
Board of Trustees Policy: BP 7110 Delegation of Authority, Human Resources
Administrative Procedure: AP 7112A Personnel Assignment Request (PAR) Processing