



## **HRM 60.104: EMPLOYMENT AUTHORIZATION**

### **POLICY**

The Board of Trustees of State Institutions of Higher Learning has the sole power and authority to select the President of the University and Board approval is required for the creation, appointment, elimination, or significant modification of the positions of Provost and Executive Vice President, Vice President, Dean and Associate/Assistant Provost or Associate/Assistant Vice President who supervises Deans. The President has the authority to approve and execute Board contracts with members of the teaching faculty, executive, administrative, managerial, and other professional employees of the University in positions authorized to receive Board contracts. The individuals at the vice presidential level of the various University divisions have the sole power and authority to authorize the employment of the administrative, managerial, and other professional staff who do not receive Board contracts. Deans/directors of the various University units have the power and authority to employ non-exempt staff, graduate assistants, and students with vice presidential level approval, if appropriate.

### **PROCEDURE**

Prospective employees shall be provided written letters of offer. An offer of employment may be withdrawn if the prospective employee is unable to begin work by the date indicated in the letter of offer. Employment is encouraged to begin on the first day of the employee's pay cycle. A copy of the letter of offer and acceptance shall be sent to the Department of Human Resources Management. The Department of Human Resources Management shall prepare the agenda item for the President's recommendation to the Board, as appropriate.

Any special conditions of employment must be noted in the letter of offer. Offer letters are part of the electronic onboarding process in the PageUp People talent management system. (<https://www.msujobs.msstate>)

### **REFERENCE**

Board of Trustees Policies and Bylaws 401.01, 401.0102 and 801.04

### **REVIEW**

The Chief Human Resources Officer is responsible for review of the policy as needed, but no less frequently than four years.

**REVIEWED BY:**

/s/ Judy Spencer  
Chief Human Resources Officer

03/14/2018  
Date

/s/ Judy Bonner  
Provost and Executive Vice President

03/15/2018  
Date

/s/ Timothy N. Chamblee  
Assistant Vice President and Director  
Institutional Research and Effectiveness

03/26/2018  
Date

/s/ Joan Lucas  
General Counsel

03/28/2018  
Date

**APPROVED:**

/s/ Mark Keenum  
President

03/29/2018  
Date

## Sample Letters

Faculty Offer Letters

Research Offer Letters

### **General Offer Letters:**

Executive, Administrative, Managerial, and Other Professional Staff (Contract Employees)

Executive, Administrative, Managerial, and Other Professional Staff (Non-Contract Employees)

Support Staff

Intermittent

Rehired Retiree - Non Lecturer

### **Graduate Assistants – Sample Offer Letter:**

<http://www.grad.msstate.edu/forms/#assist>