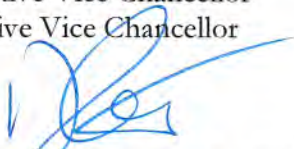


**MEMORANDUM**

September 1, 2017

**TO:** Neeli Bendapudi, Provost and Executive Vice Chancellor  
Robert Simari, M.D., Interim Executive Vice Chancellor

**FROM:** Douglas A. Girod, M.D., Chancellor 

**SUBJECT:** Delegation of Authority, Employment Decisions Regarding Staff

The purpose of this memorandum is to delegate authority to carry out certain personnel actions regarding Unclassified Professional Staff and University Support Staff at the University of Kansas. Kansas law (K.S.A. 76-725 and K.S.A. 76-715) and Kansas Board of Regents Policy (Chapter II, Part C.2.a.1. and Part C.2.b.1.) authorize me to administer the affairs of the University, including the authority to make all employee appointment decisions, and to delegate this authority. Consistent with that authority, the following delegations are established, and I reserve the right to withhold authority to take certain personnel actions on a case to case basis.

**A. Authority Delegated to the Executive Vice Chancellors**

Pursuant to Board of Regents policy and consistent with existing practice, you are hereby delegated the authority, and you may further subdelegate this authority, to make employee appointment decisions for staff (Unclassified Professional Staff and University Support Staff), including appointment, discipline, and termination. You also have the right to withhold authority to take certain personnel actions on a case to case basis.

**B. Other Delegations: the following additional supervisors are delegated the authority to make employment decisions.**

**1. For Unclassified Professional Staff.** Persons in the following positions are authorized to make employee appointment decisions, and to further subdelegate this authority, regarding Unclassified Professional Staff within their supervisory chain:

**Lawrence and Edwards Campuses**

Provost and Executive Vice Chancellor  
Vice Chancellor and Chief Financial Officer  
General Counsel and Vice Chancellor for Legal Affairs  
Vice Chancellor for Public Affairs  
Vice Provosts

Dean, School of Pharmacy  
Dean, College of Liberal Arts & Sciences  
Dean, School of Education  
Dean, School of Architecture, Design & Planning  
Dean, William Allen White School of Journalism and Mass Communications  
Dean, School of Law  
Dean, School of Engineering  
Dean, School of Music  
Dean, University Libraries  
Dean, School of Business  
Executive Director, Continuing Education  
Dean, School of Social Welfare  
Vice Chancellor, Edwards Campus  
Vice Chancellor, Office of Research  
Director, Dole Institute of Politics  
Associate Vice Chancellors, Office of Research  
Associate Vice Chancellor for Innovation & Entrepreneurship

### **Medical Center Campuses**

Executive Vice Chancellor  
Executive Dean, School of Medicine  
Vice Chancellor for Administration  
Dean, School of Nursing  
Dean, School of Health Professions  
Vice Chancellor for Research  
Vice Chancellor for Finance and Chief Financial Officer  
Vice Chancellor for Academic and Student Affairs  
Dean, Postdoctoral Affairs & Graduate Studies  
Dean, School of Medicine, Wichita  
Dean, School of Medicine, Salina  
Senior Associate Dean for Medical Education

### **2. With Respect to “Serve at the Pleasure Positions”**

Certain supervisory positions at the University of Kansas serve at the pleasure of the Chancellor by virtue of Board of Regents or University Policy. In addition, all Chairs and Directors shall serve at the pleasure of the Chancellor and at the pleasure of the Executive Vice Chancellor of their campus. In addition to these positions, the foregoing supervisors are delegated the authority to designate other positions within their supervision as “serve at the pleasure” positions. Employees who are designated as having “serve at the pleasure” appointments by virtue of this delegation memorandum will serve at the pleasure of the administrator to whom the employee reports, and this will be reflected in their appointment letters. The administrator to whom an employee with a “serve at the pleasure” designation reports shall have the authority in employee appointment decisions with respect to that employee.

### **C. For University Support Staff**

Consistent with existing practice, and upon prior coordination with and approval by the supervisors of the employees concerned, persons in the following positions are authorized to make employee appointment decisions, and to further subdelegate such authority, regarding University Support Staff:

Senior Associate Vice Provost for Human Resource Management, Lawrence Campus  
Associate Vice Chancellor for Human Resources, KU Medical Center, Kansas City Campus  
Department Director of Human Resources, School of Medicine Wichita Campus and School of Medicine, Salina Campus

### **D. Prior Coordination.**

All employment decisions for Unclassified Professional Staff employees and for Unclassified Support Staff employees will be coordinated in advance with the appropriate campus Human Resources department. Terminations of employment for misconduct, poor performance or for serve at the pleasure employees also will be coordinated in advance with the Office of the General Counsel.

DAG: lmh

Cc: All supervisors to whom authority is delegated by virtue of this memorandum.