

Office/Contact: Office of Human Resources

Source: SDBOR Policy 1.1.5; University Policies 2:13, 2:14 and 4:8

Link: <https://public.powerdms.com/SDRegents/tree/documents/1729384>;

<https://www.sdstate.edu/sites/default/files/policies/upload/Emeritus-Faculty-Deisgnation.pdf>;

<https://www.sdstate.edu/sites/default/files/policies/upload/Adjunct-Faculty-Appointments.pdf>;

<https://www.sdstate.edu/sites/default/files/policies/upload/Volunteers.pdf>

Forms: Volunteer Work Agreement

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**SOUTH DAKOTA STATE UNIVERSITY**  
**Policy and Procedure Manual**

SUBJECT: Delegation of Authority in Employment Actions

NUMBER: 4:12

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1. Purpose

This policy formalizes provisional delegations of authority from the University President to those supervisors at the University tasked with hiring, supervising, directing, disciplining, and dismissing SDBOR/University employees, in a manner consistent with and authorized by SDBOR policy.

2. Definitions

- a. Employee: an individual that the SDBOR suffers or permits to work under the primary control and administration of the University and who is paid or otherwise compensated by the SDBOR/University.
- b. Supervisor: an Employee who is vested with authority by the University to use independent judgment—in the interest of the SDBOR/University—to hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct, reward, or discipline another specified Employee or Employees, or to adjust their grievances, or to effectively recommend any of the foregoing actions in the context of employment with the SDBOR/University. A single Employee may have multiple Supervisors.
- c. Employment Action: the act of hiring, recalling, transferring, assigning, suspending, nonrenewing, dismissing, terminating, promoting, rewarding, warning, directing, evaluating, disciplining or adjusting the grievance of an Employee.
- d. Hiring Manager: a Supervisor who is vested with authority by the University to use independent judgment in the interest of the SDBOR/University to hire an Employee. The Hiring Manager may be the direct supervisor, but is typically the leader responsible for the department.

3. Policy

- a. The University President is empowered to delegate to their subordinates only that Employment Action authority delegated in SDBOR policy to the University President.

- b. Those delegated this authority over certain individual Employee(s) shall be the Supervisor of the Employee(s), with their authority delegated from the University President through the President's direct reports, and down the chain of authority to the given Supervisor.
- c. This delegated authority shall be shown by one or more of the following (in descending order of authority):
  - i. As expressed in this policy;
  - ii. As indicated in the most recent annual evaluation of the supervised Employee;
  - iii. As expressed in the position description for the position the supervised Employee occupies; or
  - iv. As expressed by the supervised Employee's most recent personnel action request form.
- d. Employees with the title and responsibilities of a "Coordinator," as defined in University Policy 2:20, cannot be Supervisors and cannot be tasked with Employment Actions over other Employees.
- e. Hiring Manager
  - i. The initial appointment of any Employee who reports directly to the University President shall be performed by the University President, subject to required SDBOR approval.
  - ii. All other Employees shall be appointed by the Supervisor to whom their position directly reports, subject to the required approval of the officer to whom the Supervisor directly reports.
  - iii. Absent expression to the contrary in the documents listed in part 3(c), the Hiring Manager will have the authority to exercise all Employment Actions regarding their respective Employee(s).
  - iv. The Hiring Manager is responsible for the creation of a position description. A position description must be finalized and approved by the Hiring Manager prior to advertising the position.
  - v. The Hiring Manager is responsible for reviewing, and, if necessary, revising all position descriptions for their Employees annually.
- f. Evaluating Authority
  - i. All Employee evaluations shall be conducted by their respective Hiring Manager unless otherwise expressly provided in the documents listed in part 3(c). In any case, the Hiring Manager is responsible for ensuring the evaluations are conducted in a meaningful and timely manner.



b. Prior to beginning any disciplinary or corrective