



3.2 Appointments of this type shall be made utilizing the appropriate personnel forms provided by the Human Resources Office.

3.3 The delegation of authority implemented for appointing authority of the following employment types is as follows (i.e., appointment can be made by the administrator listed as having final approval):

Person Being Appointed	First Approval	Final Approval
Faculty, Adjunct <sup>1</sup>	Faculty Lead	Dean
Part-Time, Hourly	Supervisor	Director/Dean/VP

3.4 Appointments of adjunct and part-time, hourly staff shall be made utilizing the appropriate personnel notification forms provided by the Human Resources Office.

#### **4.0 Disciplinary Action**

4.1 The appointing authority is the only official authorized to implement a disciplinary action beyond oral/written reprimand warning (i.e., suspensions, demotion or discharge). Employing officials may effectively recommend such action but do not have the authority to implement that recommendation.

4.2 Disciplinary actions shall be implemented consistent with applicable state law, regulation, procedures and/or contractual agreements.

4.3 The appointing authority will consult with the Human Resources Office prior to implementing any disciplinary action beyond oral reprimand.

<sup>1</sup> Includes annualized contracts where employment is non-tenure track and limited to that year's contractual period.