



Policy Number 3.3.7

Chapter: Administration

Title: Delegation of Appointing Authority Responsibilities

Division/Department: Administration/Human Resources

Policy Administrator: Human Resources Director

Adoption Date: 8/23/1979

Revision Dates: 8/8/2018

1. PURPOSE

The purpose of this policy is to provide guidelines for the delegation of appointing authority responsibilities.

2. DEFINITIONS

- 2.1. **Appointing Authority:** The individual having responsibility for hiring and other employment decisions relating to the employees in their division or department. The Chief Executive Officer of AHEC (CEO), appointed by the Auraria Board of Directors pursuant to C.R.S. § 23-70-105(1)(f), is the Appointing Authority for AHEC pursuant to Colorado Constitution Art. XII § 13(7) and State Personnel Board Rule 1-8.

3. POLICY

- 3.1. Each AHEC Division Chief is designated by the CEO as the Appointing Authority for all matters involving all employees in their division. This delegation includes all authority for personnel functions and actions as specified in Rule 1-8 of the [State Personnel Board Rules](#).
- 3.2. Division Chiefs may sub-delegate Appointing Authority to Managers/Directors, with authority to further sub-delegate within their respective units, with notice to the CEO. Such delegation must be made in writing using the Delegation Letter template.
- 3.3. Any actions contemplated through the delegation must be coordinated with AHEC Human Resources.

4. APPROVAL AND ADOPTION

This Policy has been reviewed and approved by the Board of Directors for the Auraria Higher Education Center.

Date: _____

Approved by: _____
Chairperson of the Auraria Board