


UNIVERSITY of MISSOURI

OFFICE OF THE CHANCELLOR

TO: Patty Haberberger
Latha Ramchand

FROM: Chancellor Cartwright 

DATE: January 18, 2019

RE: Executive Order 6 - Delegation of Authority for Employment, Changes in Total Compensation (including Moving Allowances, Hiring Incentives and Extra Compensation), Changes in status and Termination

In accordance with provisions of Executive Order No. 6, Delegation of Authority specific responsibility and authority was delegated to me to approve personnel actions pertaining to employment, changes in total compensation, changes in status, and termination for all campus faculty, staff and students with the exception of:

- a. All such personnel actions for executive-level positions/appointments reporting directly to the Chancellor which are assigned to Occupational Group Code 15.
- b. Discretionary review of personnel actions by the President will include all appointments, changes in appointments or increases in compensation of or in excess of 10% for deans and all levels of chancellor and provost (including vice, deputy, assistant and associate) and all hires for head coaches in football and men's and women's basketball and for any coach if base annualized salary is expected to equal or exceed \$300,000.

This letter is to advise that I have redelegated to the Provost such specific responsibility and authority for all faculty and to the Vice Chancellor of Human Resource Services such specific responsibility and authority for all staff, except those for whom presidential approval is required. These redelegations include hiring incentive, moving allowance and extra compensation for both faculty and staff, except those for whom presidential approval is required, as follows:

Authorization of hiring incentive must be consistent with university policy HR-104. In addition, any hiring incentive in excess of one-half of the employee's annual salary requires the approval of the President (or in his absence the Associate Vice President and Chief Human Resources Officer) and may be granted only in compelling special circumstances or for special programs that have been pre-approved by one of these same individuals.

Authorization of moving allowance must be consistent with the university Collected Rules and Regulations 360.010 and HR-103. In addition, any moving allowance in excess of five percent of the employee's annual salary or \$10,000 whichever is less, requires the approval of the President (or in his absence the Associate Vice President and Chief Human Resources Officer) or the Chancellor.

Authorization of extra compensation must be consistent with the university Collected Rules and Regulations 360.111 and HR-214. In addition, those academic administrators at the level of Dean (or its equivalent) or higher including administrators in the Provost's and Chancellor's Offices are not eligible to receive extra compensation from the University. Annual compensation for these academic administrators should reflect all of their responsibilities and be determined at the time of the initial appointment and/or at the time of the annual review and salary adjustment. All duties assigned to these administrators should be considered when setting their base compensation level.

Should you have any questions regarding this delegation, please contact Patty Haberberger. Thank you.

c: Latha Ramchand
Patty Haberberger

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