

Administrative & Business

	President	Appropriate Pres' Staff	VP of Admin & Business	Director of IT	VP of Academic & Student Se	Budget Head	Director of Student Activities	Provost
H R								
Employment Authorization Form	X							
RPA Form*- Regular Employees	X							
RPA Form*- Temporary Employees		X						
RPA Form*- Student Workers/Work Study					X			
Miscellaneous								
SPD Request for courses/conferences		X						
SPD Request for Program Development	X							
Athletic Contracts (FACCAA) ¹	X						X	X
Contracts with Athletic Officials ²	X						X	X
Allied Health/Nursing & Corp. College Agmts. ³	X				X			
Telephone / Computer			X					

* - Request for Personnel Action (RPA) Form is used for Appointment, Termination, Retirement, Resignation, Promotion, Demotion, Reclassification, Reassignment, Leave of Absence, and Contract Changes.

Notes:

- Scholarship contracts must be signed by President only if contract document requires.
- Contracts with other colleges to schedule games must be signed by President only if contract requires.
- Other parties often require President's signature on Clinical Affiliation contracts.
Corporate College_Agreements are non-procurement / provision of training.