

PROCEDURE NO. 308.1

Area: General Administration

*Original signature on file in the
Office of General Counsel*

Date Adopted: February 6, 2026

Certified by _____

Morakinyo A.O. Kuti, Ph.D., President
Central State University

SUBJECT: DESIGNATION OF OPERATIONAL AUTHORITY

A. Purpose

The Board of Trustees delegated its authority in Ohio Revised Code Chapter 3343.06 to the President of the University to manage positions within the approved budget, and as set forth by CSU Policy 308, to appoint, promote, discipline, and remove University personnel and establish compensation in conformance with other Board of Trustee policies and directives and the laws of the State of Ohio.

B. Authority for Personnel Actions

1. The President delegates the authority to the Director of Human Resources to sign any and all personnel actions, including but not limited to offer letters, termination notices, layoff/job abolishment letters; approve and post position descriptions; and accept the resignation of any employee upon consultation with the appropriate Vice President and/or General Counsel, with the exception of the following administrators:
 - a. Provost and Vice President for Academic Affairs,
 - b. Vice President for Finance and Administration,
 - c. Vice President for Research and Economic Development and Director of 1890 Land Grant Programs,
 - d. Athletic Director,
 - e. Chief of Staff,
 - f. General Counsel,
 - g. College Deans, and
 - h. Associate Vice Presidents.
2. The Provost and Vice President for Academic Affairs is authorized to appoint individuals to tenure-track and non-tenure track faculty positions, and to determine whether a faculty position will be tenure track or not.
3. Vice Presidents, Chief of Staff, General Counsel, and all other administrators who report

directly to the President are authorized to appoint employees who they will supervise. Appointments of such direct reports will be preceded by approval from the President. The President further delegates to these direct reports the authority to promote, demote, terminate, suspend, and impose other discipline upon such employees whom they will supervise.

4. The Athletic Director is authorized to appoint employees or contract for employment coaching staff, support for coaching staff, trainers, and administrators who will be within the Athletic division, preceded by approval from the President.

C. Reservation of Rights and Limitations

1. Irrespective of the authority sub-delegated to other University administrators in Section B above, the President retains the authority to perform any of the actions described within this procedure.
2. The authority designated herein is specifically confined and limited to those powers and duties as delegated by the Board of Trustees, as provided in Ohio Revised Code Chapter 3343, CSU Policy 308, and any applicable collective bargaining agreements.
3. The Director of Human Resources, Vice Presidents, General Counsel, Athletic Director, or Chief of Staff shall not delegate any further the authority delegated in this procedure without written permission from the President of the University.

D. This procedure shall remain in force and effect until the President of Central State University revokes this procedure or provides a new procedure that supersedes or amends this delegation of authority.

E. This procedure shall be reviewed every five years from the date adopted.