

# Delegation of Authority & Routing for Personnel Actions

3/11/2025



TEXAS A&M UNIVERSITY

Division of Research

Items requiring approval by the VPR or a SALT member, must route through Annette Shenkir and the DOR HR Support Team.

## Salary & Hiring Requests (Staff, Student & Wage Positions)

### Salary Rates for New Hires (Staff Positions Only)

Lower Band Range	→	SALT, Administrator or FAMIS DH
Middle Band Range	→	VPR
Upper Band Range	→	VPR and HROE

### Create or Reclassify a position

All DOR Staff/Wage Requests	→	VPR and HROE
Create/Fill Student Position	→	FAMIS DH* and SALT Member*
Reclassify Student Position	→	FAMIS DH* and SALT Member*

### Temporary Salary Increases (Staff Positions Only)

All DOR Requests	→	VPR and HROE
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### Merit Increases, Counter Offers, Equity Adjustments and Student Increases

All DOR Staff Requests	→	HROE and VPR
DOR Student Increase Requests	→	FAMIS DH* and SALT Member*

### Job-Related Skill Enhancement Increases (Staff Positions Only)

All DOR Requests	→	VPR
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### Hiring Salary Adjustments (Staff Positions Only)

Up to 10%	→	FAMIS DH
Above 10%	→	VPR

## Leave, Location & Scheduling Requests (Staff Positions Only)

**Vacation Leave and Jury Duty** → Supervisor\*\*

### Sick Leave

With pay	→	Supervisor**
Without pay	→	SALT, Administrator or FAMIS DH

### Emergency Leave

Death of Family Member (5 days)	→	Supervisor**
Death of Family Member (> 5 days)	→	SALT Member
Crisis or Other Circumstances (5 days)	→	FAMIS DH or SALT Member**
Crisis or Other Circumstances (> 5 days)	→	VPR and University President

### Leave Without Pay

Other than sick leave (up to 30 days)	→	SALT, Administrator or FAMIS DH
Other than sick leave (31 days - 12 months)	→	SALT Member*

**Alternate Work Location** → VPR

**Flexible Work Schedule** → SALT Member\*\*

## Other Requests (Staff & Student Positions)

<b>Memo of Expectations</b>	→	Reneé Weidemann and/or HROE Employee Relations
<b>Corrective Action</b>	→	Reneé Weidemann and/or HROE Employee Relations
<b>Request to Terminate</b>	→	HROE Employee Relations, OGC and Annette Shenkir
<b>Employees Registering as Students</b>	→	FAMIS DH or Administrator
<b>Request to Post a Budgeted Position</b>	→	Reneé Weidemann (after confirming SALT* approval)
<b>External Employment Requests</b>	→	Reneé Weidemann
<b>Sick Leave Pool Withdrawal Requests</b>	→	Reneé Weidemann
<b>Multiple Employment Requests (Joint/Dual)</b>	→	SALT, Administrator or FAMIS DH
<b>Temporarily retaining students after graduation as program aide</b>	→	FAMIS DH and SALT Member
<b>Requests to allow students to work more than 29 hours per week</b>	→	FAMIS DH and SALT Member

### KEY

#### DOR SALT Member:

Costas Georghiades, VPR  
 Gerianne Alexander  
 Kristi Billinger  
 Rusty Cawley  
 Henry Fadamiro  
 Lesa Feldhausen  
 Matt Fry  
 Brendan Roark  
 Katherine Rojo del Busto  
 Annette Shenkir

**HROE:** TAMU Human Resources


#### FAMIS Department Head (DH):

Costas Georghiades (VPR)  
 Robert Rose (CMP)  
 Kurt Zuelke (GHRC)  
 Brendan Roark (HPRC)  
 Mitch Malone (IODP)  
 Dennis Janson (PERC)  
 Katherine Rojo del Busto (RCB)  
 Gerianne Alexander (RDS)  
 Lesa Feldhausen (RESEC)  
 Costas Georghiades (SEAG)  
 Kristi Billinger (SRS & RIS)  
 Pam Canon (TRER)

#### Center/Institute Administrator:

Stratos Pistikopoulos (EI)  
 Sandip Roy (GCRI)  
 John Junkins (Hagler)  
 Samuel Brody (IDRT)  
 Larry Griffing (MIC)  
 Nick Duffield (TAMIDS)  
 Rahul Srinivasan (TAMIN)  
 Jeffrey Cirillo (TIGSS)

*In accordance with University Rules and the President's Delegation of Authority and effective immediately, I hereby delegate the authority held by the Department Head and/or Vice President regarding the approval of leave and personnel actions as indicated above.*

Dr. Costas N. Georghiades, Interim Vice President for Research: 

\*Annette Shenkir (Associate VP for Finance) will serve as the delegated approver, in these instances, for units reporting directly to the VPR.

\*\*Reneé Weidemann (HR Manager) will serve as the delegated approver, in these instances, for employees reporting directly to the VPR.