Each AHEC division director is designated as the appointing authority for all matters involving all employees in his/her division. This delegation includes all authority for personnel functions and actions as specified in rule 1-4-2 of the State Personnel Rules.

It is expected that any actions contemplated through the delegations will be coordinated with AHEC Human Resources, and that the Executive Vice President for Administration will be advised by copy of correspondence, of actions taken with respect to the above delegation.

During an absence of the division director, an acting division director may be designated acting appointing authority by the division director. This delegation of appointing authority must be in writing. Further delegation beyond acting division director must be done through the EVPA. The division director shall make available to the designee, all applicable policies and procedures.