



THE UNIVERSITY OF SOUTHERN MISSISSIPPI

Office of the Provost and Senior Vice President for Academic Affairs

Inter-Office Correspondence

TO: Deans, Directors, Department of Human Resources

FROM: Steven Moser
Provost and Senior Vice President for Academic Affairs

COPY: Gordon Cannon, Vice President for Research
Allyson Easterwood, Vice President for Finance and Administration
Amy Miller, Executive Vice Provost
Casey Maugh Funderburk, Vice Provost for the Gulf Park Campus
Subrina Cooper, General Counsel

RE: Directive on Personnel Actions

DATE: August 1, 2019

No personnel action impacting the standing of a member of the corps of instruction, instructional or administrative staff, or graduate teaching assistants or anyone otherwise employed in the Division of Academic Affairs may be taken without prior consultation with the Office of the Provost. For Hattiesburg, Amy Miller will serve as the first point of contact. For the Gulf Coast, Casey Maugh Funderburk will serve that function. The first step of directors when employment issues arise is to inform their dean, and likewise the dean should inform my office. Additionally, Human Resource Partners will have the same reporting responsibility through the Associate Vice President for Human Resources to my office before any actions are executed.

This same protocol should be extended to Vice President for Research Gordon Cannon in similar instances impacting employees funded through grants, research startup funding or any other extramural funding. If you are uncertain about funding source, start with my office.