

**SOUTH CAROLINA STATE UNIVERSITY  
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Introduction	Section: i
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**OFFICE OF HUMAN RESOURCE MANAGEMENT ADMINISTRATION**

South Carolina State University is committed to achieving its objectives in education, research and public service. Success in achieving these objectives is dependent upon the effectiveness of the performance of its personnel. Recognizing that people are the University's most important resource, the following mission has been adopted for the Office of Human Resource Management.

*“The Office of Human Resource Management exists to support the mission and vision of the University by attracting, recruiting, employing, developing and retaining competent faculty and staff. It serves as an expert resource for problem resolution and strategic planning regarding management issues. We accomplish our mission by providing service that can be characterized as attentive, accurate and timely.”*

The Office of Human Resource Management, an operating department under the Office of Institutional Effectiveness, is assigned the responsibility of administering the University's personnel policies and programs. Office of Human Resource Management staff is available to assist administrators, department heads, supervisors and employees with personnel administration.

South Carolina State University's Office of Human Resource Management is located at 2153 Russell Street, Post Office Box 7597, Orangeburg, South Carolina 29117. The telephone number is (803) 536-7047; the fax number is (803) 533-3630; and the email address is [humanresources@scsu.edu](mailto:humanresources@scsu.edu). Information on our programs and services may be accessed via our web page at [www.scsu.edu/facultystaff/humanresources](http://www.scsu.edu/facultystaff/humanresources).