

## **AUTHORITY FOR CONTRACT NEGOTIATIONS AND SIGNATURE APPROVAL**

As stated in the [Policy on Contract Review and Approval and Signature Authority](#), as a general rule the Chancellor has the authority to sign any and all contracts for the University. The Provost and Vice-Chancellors have authority to sign contracts within their various areas. They have delegated authority to certain persons within their divisions to sign various types of contracts, as shown below. If the signature authority to enter into contracts on behalf of the University is passed below the level of the Dean or Director, it must be done in writing and with the approval of the appropriate Vice Chancellor or Provost. Anyone who is not authorized, either by this policy or by written delegation, and who enters into a contract that purports to bind the University or its subunits is acting without authority and could be held personally liable for the contract.

After General Counsel or Purchasing have reviewed and approved a contract in conformance with the University Policy on Contract Review and Approval and Signature Authority, the following persons have been delegated authority to sign various types of contracts as specified below:

### **CHANCELLOR**

The Chancellor has delegated signature authority to:

Chief of Staff - Authority to sign on Chancellor's behalf on all university matters except those matters not delegable by law.

Associate Vice Chancellor and Chief Communications Officer – Authority to sign contracts and cooperative agreements for University marketing and communications.

Associate Vice Chancellor and Chief Communications Officer has given delegation of signature authority to Senior Director, Strategic Communications and Marketing and Senior Director, Media Relations for contracts and cooperative agreements for University Communications up to and including the amount of \$10,000.

### **ACADEMIC AFFAIRS**

The Provost and Executive Vice Chancellor has given delegation of signature authority to:

Senior Vice Provost – All documents that fall within the purview of the Provost and Executive Vice Chancellor for Academic Affairs.

Vice Provost for Graduate Education – All contracts that fall within the purview of the Graduate School

Director, Weatherspoon Art Museum– All documents that fall within the purview of the Director of the Weatherspoon Art Museum.

Director, University Teaching and Learning Commons– All contracts and agreements that fall within the purview of the Director of the University Teaching & Learning Commons

Each dean has authority to sign instructional agreements, grants, contracts, cooperative agreements, bequest and gift agreements, maintenance contracts, service agreements and federal regulatory documents involving his or her academic unit, division or Jackson Library.

Dean, College of Arts and Sciences has given delegation of signature authority to:  
Associate Dean – Instructional Agreements  
Assistant Dean for Finance and Resource Planning – Grants and Contracts, Contracted Personal Services and Dual Employment forms (used primarily for visiting speakers)  
Accounting/Personnel Specialists – Dual Employment forms  
Associate Dean, Office of College Research – Contracts and grants  
Department Head responsible for equipment under contract – Maintenance Contracts  
Department Head responsible for computers on which software will be installed – “Click-wrap” Agreements for Software  
Administrative Council for maintenance contracts for equipment in the department, “click-wrap” agreements for software on a computer within the department and agreements for off-campus event space

Dean, School of Health and Human Sciences has given delegation of signature authority to Assistant Dean for all approved affiliation agreements.

Dean, School of Nursing, has given delegation of signature authority for all contracts in the School of Nursing to Associate Dean for Academic Programs and Senior Associate Dean for Research and Innovation.

### **LIBRARY**

Dean, University Libraries – has signature authority for all documents representing the work and interest of the University Libraries including bequest and gifts agreements and has delegated the following:

Associate/Assistant Deans – All agreements and contracts as related to the work and interest of the University Libraries  
Business Officer – Operational documents related to the work and interest of the University Libraries

### **OFFICE OF RESEARCH AND ENGAGEMENT**

Vice Chancellor for the Office of Research and Engagement has given delegation of signature authority to:

Director, Office of Research Integrity – Annual Reports, Assurances, Mandated Reporting, Noncompliance and Adverse Event Reports for IRB for the Office of Human Research Protections; Reports for the Institutional Animal Care and Use Committee (IACUC) for the Office of Laboratory Animal Welfare; Institutional Biosafety Committee (IBC) reports to the NIH/Office of Biotechnology Activity; and USDA Inspection Reports for the Animal Facility; Deemed export control attestation forms (H1B Extensions); Export Control License Requests, Reporting and Compliance, Technology Control Plans, COI Management Plans (review and approval below the

Department Head/Deans), Agreements allowing the University and other institutions to rely on each other's Institutional Review Boards

\*Valera Francis – Grants, Contracts, and Cooperative Agreements, and financial reports related to such agreements

Senior Licensing Associate, Innovation Partnership Services Offices - Material Transfer Agreements, Non-Disclosure Agreements, Option Agreements, Licensing Agreements, Trademark Agreements, Patent Management Agreements, Data Use Agreements, Testing Services Agreements

### **ATHLETICS**

The Chancellor has given delegation of signature authority to:

Director of Intercollegiate Athletics – All approved contracts on behalf of the Department of Intercollegiate Athletics except athletic contracts that require Board of Trustees approval.

The Director of Athletics has delegated signature authority to Senior Associate Athletic Director for Business Operations, with regard to all Athletics contracts with a financial component.

### **BUSINESS AFFAIRS**

Vice Chancellor for Business Affairs has given delegation of signature authority to:

Associate Vice Chancellor for Finance – official documents that fall within the purview of the Vice Chancellor for Business Affairs

Associate Vice Chancellor for Facilities – to execute planning and design contracts for projects of \$2 million or less

Assistant Director of Project Management – to execute Open Ended Service Agreements

Chief of Police – Mutual Aid Agreements with other law enforcement agencies during critical time-sensitive events

Director, Facilities Design and Construction –Open Ended Service Agreements containing general terms and conditions for projects designed under this program

\*William Walters – Financial reports for grants, contracts and cooperative agreements

\*Rachel Agner – Financial reports for grants, contracts and cooperative agreements

\*Debbie Otis – Financial reports for grants, contracts and cooperative agreements

### **ENROLLMENT MANAGEMENT**

Vice Chancellor for Enrollment Management has given delegation of signature authority to:

Director of Undergraduate Admissions and Recruitment for contracts re: Admissions and Recruitment

Director, New Student Transitions and First Year Experience for contracts re: New Student Transitions and First Year Experience

### **INFORMATION TECHNOLOGY SERVICES**

Vice Chancellor for Information Technology has given delegation of signature authority to:

Associate Vice Chancellor for Learning Technology/Client Services  
Associate Vice Chancellor for Administrative Systems  
Director of Management and Budget

**STUDENT AFFAIRS**

Vice Chancellor for Student Affairs has given delegation of signature authority to:  
Director, Office of Accessibility Resources and Services– Contracts re: Sign Language interpreters and other reasonable accommodations

Director, Housing and Residence Life– Contracts re: Housing and Residence Life

Director, Student Health Services– Contracts re: Student Health Services

Director, Department of Recreation and Wellness – Contracts for up to \$5,000 per document for programs and permits

Medical Director – Contracts requiring Physician Signature re: Medical Director of Student Health Services

Associate Vice Chancellor for Student Affairs – Contracts re: Office of Campus Activities and Programs, EUC, Office of Intercultural Engagement, Career Services and Leadership and Service Learning

Director, Campus Activities and Programs – Performance agreements and similar documents for prices up to \$5,000 per document

**UNIVERSITY ADVANCEMENT**

Vice Chancellor for University Advancement, has given delegation of signature authority to:

Associate Vice Chancellor for University Advancement – All University Advancement matters

Director of Advancement Services - University Advancement contracts and federal regulatory forms related to gifts and bequests

Director of Alumni Relations – Contracts for Annual Fund

Director of Planned Giving– Agreements regarding bequests

\* Designates individuals who received signature authority by name by the Office of the President.

**February 26, 2018**