

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

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;
- Vice Chancellors - Authority to sign all documents necessary for the efficient and effective functioning of their units or divisions. The Vice Chancellors may further delegate this authority in their discretion, provided, however, they notify the Office of Institutional Integrity and General Counsel for record keeping purposes;
- Director of Intercollegiate Athletics – Authority to sign all documents on behalf of the Department of Intercollegiate Athletics except those that require Board of Trustees approval; and
- Director, Weatherspoon Art Museum– All documents that fall within the purview of the Director of the Weatherspoon Art Museum.

ACADEMIC AFFAIRS

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;
- Associate Vice Provost for Retention and Student Success – All documents that fall within the purview of the Associate Vice Provost for Retention and Student Success;
- Associate Provost for International Programs – All documents related to international programs, including contracts and related documents pertaining to the recruitment of international students, and work with recruiting agencies;
- Dean of the Graduate School – All contracts that fall within the purview of the Graduate School;
- Director, University Teaching and Learning Commons– All contracts and agreements that fall within the purview of the Director of the University Teaching & Learning Commons; and
- 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.

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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 Members - 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; and
- Director, UNCG Psychology Clinic – contracts for the provision services by the clinic staff, including those with a financial component.

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 to

- Assistant Dean for Budget and Operations for all contracts;
- the Senior Associate Dean for Research and Innovation for all grants and grant-related contracts; and
- the Associate Dean for Academic Programs for all approved clinical affiliation agreements.

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; and
- Business Officer – Operational documents related to the work and interest of the University Libraries.

FINANCE AND ADMINISTRATION

Vice Chancellor for Finance and Administration has given delegation of signature authority to:

- Associate Vice Chancellor for Finance – All official documents that fall within the purview of the Vice Chancellor for Finance and Administration Affairs;
- Associate Vice Chancellor for Facilities – All planning and design contracts for projects of \$2 million or less;
- Associate Vice Chancellor for Campus Enterprises & Real Estate -- All official documents within the purview of Campus Enterprises and official miscellaneous real property documents and renewals to any real property agreement;
- Chief of Police – All Mutual Aid Agreements with other law enforcement agencies during critical time-sensitive events;
- Director, Facilities Design and Construction – All Open-ended Service Agreements containing general terms and conditions for projects within the director’s purview;
- Director and Staff in Contract and Grant Accounting– Approving and submitting, on behalf of the chief finance officer, sponsored contracts, cooperative agreements and grants, including financial reports

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INFORMATION TECHNOLOGY SERVICES

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

- Associate Vice Chancellor for Enterprise Technology Infrastructure and Chief Technology Officer;
- Associate Vice Chancellor for Learning Technology and Customer Success;
- Assistant Vice Chancellor for Enterprise Application Development and Delivery;
- Chief Information Security Officer;
- Director for Institutional Research and Enterprise Data Management; and
- Director of Resource Management.

OFFICE OF RESEARCH AND ENGAGEMENT

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

- Director and/or Interim 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;
- Director and/or Interim Director, Office of Sponsored Programs – Grants, Contracts, and Cooperative Agreements, and financial reports related to such agreements; and
- 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

Director of Intercollegiate Athletics has given delegation of signature authority to:

- Senior Associate Athletic Director for Business Operations, with regard to all Athletics contracts with a financial component.
- Senior Associate Athletic Director for Internal Operations, with regard to all Athletic contracts related to internal operations, including but not limited to facilities use agreements.
- Executive Associate Athletic Director & Senior Woman Administrator, with regard to all Athletics contracts within the purview of the Director of Athletics that do not fall within the purview of either the Senior Associate Athletic Director for Business Operations or the Senior Associate Athletic Director for Internal Operations

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ENROLLMENT MANAGEMENT

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

- Associate Vice Chancellor for Enrollment Management for any contracts requiring execution in the absence of the Vice Chancellor.

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 and Dean of Students – Contracts re: Dean of Students Office, Office of Student Rights and Responsibilities, Office of Accessibility Resources and Services, Military-Affiliated Services, Counseling Center, Campus Recreation and Wellness, and Student Health Services;
- Associate Vice Chancellor for Student Affairs – Contracts re: Office of Campus Activities and Programs, Career and Professional Development, Elliott University Center, Office of Intercultural Engagement, and Office of Leadership and Civic Engagement; and
- 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 Alumni Relations – Contracts for Annual Fund; and
- Director of Planned Giving– Agreements regarding bequests.

UNIVERSITY COMMUNICATIONS

Vice Chancellor for Strategic Communications has given delegation of signature authority to:

- Senior Director for Integrated Marketing Communications for contracts and cooperative agreements for University Communications up to and including the amount of \$10,000; and
- Senior Director for External Communications & Issues Management for contracts and cooperative agreements for University Communications up to and including the amount of \$10,000.