



University of Connecticut
Office of the President

Susan Herbst
President

TO: Senior Administrators, Deans, Directors and Contract Liaisons
FROM: Susan Herbst, President
DATE: April 30, 2013
RE: **President's Contract Signing Authority Delegation
Storrs, Regional Campuses, Law School and School of Social Work**

The University of Connecticut, Board of Trustees' Resolution dated February 18, 2010 ("Resolution") grants the President signing authority for all University contracts. It further authorizes me to delegate such signing authority as I from time to time determine appropriate.

Therefore, in addition to my own signing authority for all University contracts, I hereby delegate, effective immediately, contract signing authority for University contracts emanating from the Storrs campus, the regional campuses, the Law School, and the School of Social Work as follows. Persons designated to serve as interim appointees to the positions set forth below shall have full authority to sign contracts in accordance with this delegation as if they were not serving on an interim basis. This delegation supersedes all prior delegations and shall remain in effect until I amend it, or my successor amends it.

1. Contracts, or amendments thereof (*except those covered by Paragraphs 6, 7 or 8 below*) for the expenditure or receipt of funds, goods or services in the amount ("value") of **\$500,000.00 or greater**, may be signed by the:
 - President's Chief of Staff;
 - Provost and Executive Vice President for Academic Affairs;
 - Executive Vice President for Administration and Chief Financial Officer;
 - Any Vice President;
 - Associate Vice President of Finance and Budget;
 - Controller, Storrs and Regional Campuses; or
 - Director of Athletics,

provided contracts with a value of \$1,000,000.00 or greater have already have been approved by the Board of Trustees and contracts with a value of \$500,000.00 to \$999,999.99 are presented to the Board of Trustees as subsequent information agenda items.
2. Contracts, or amendments thereof (*except those covered by Paragraphs 6, 7 or 8 below*) with a value of **\$100,000.00 or greater, but less than \$500,000.00**, may be signed by the:
 - President's Chief of Staff;
 - Provost and Executive Vice President for Academic Affairs;
 - Executive Vice President for Administration and Chief Financial Officer;
 - Senior Vice Provost and Vice President for Research;
 - Vice President for Student Affairs;
 - Associate Vice President of Finance and Budget;
 - Executive Director, Office for Sponsored Programs; or
 - Director of Athletics.

An Equal Opportunity Employer

Gulley Hall
352 Mansfield Road Unit 2048
Storrs, Connecticut 06269-2048

Telephone: (860) 486-2337
Facsimile: (860) 486-2627
e-mail: susan.herbst@uconn.edu

3. In addition to those officers listed in Paragraph 2 above, contracts or amendments thereof (*except those covered by Paragraphs 6, 7 or 8 below*) with a value of **\$50,000.00 or greater, but less than \$100,000.00**, may be signed by:
 - Any Vice Provost;
 - Any Vice President;
 - Any Associate Vice President;
 - Any Dean;
 - Director, Procurement Services;
 - Controller, Storrs and Regional Campuses; or
 - Office of Economic Development, Executive Director of Industry Partnerships.

4. In addition to those officers listed in Paragraphs 2 and 3 above, contracts or amendments thereof (*except those covered by Paragraphs 6, 7 or 8 below*) with a value **less than \$50,000.00** may be signed by:
 - Any Associate Vice Provost;
 - Any Assistant Vice Provost;
 - Any Assistant Vice President;
 - Any Senior Associate Director of Athletics;
 - Deputy Director of Athletics;
 - Directors of Regional Campuses;
 - Associate Controller and Director of Accounting, Storrs and Regional Campuses; or
 - Interim Executive Director for Facilities Operations and Building Services.

5. In addition to those officers listed in Paragraphs 2, 3 and 4 above, Deans may sign **no-cost** affiliation agreements whereby students receive practicum or internship training.

6. All contracts for the **provision or receipt of academic research or related services**, or amendments thereof, may be signed by the:
 - Provost and Executive Vice President for Academic Affairs;
 - Senior Vice Provost and Vice President for Research;
 - Executive Director, Office for Sponsored Programs; or
 - Office of Economic Development, Executive Director of Industry Partnerships.

In addition, the following officers may sign research or research-related contracts **not** requiring the expenditure of University funds, but rather **receipt** of funds:

- Assistant Director, Office for Sponsored Programs, Pre-Award and Contracts Services;
 - Assistant Director, Office for Sponsored Programs, Post-Award Services;
 - Office of Economic Development, Director of Intellectual Property;
 - Office of Economic Development, Director of Physical Sciences; or
 - Office of Economic Development, Director of Life Sciences,
- provided the Board of Trustees has already approved such contracts with a value of \$5,000,000.00 or greater. By their signatures, the signatories in this Paragraph 6 shall certify the research proposals to various external agencies and the receipt of awards or contracts awarded from such proposals.***

7. All professional design, professional services (including additional services notices to proceed), pre-construction, or construction-related contracts or amendments thereof (including construction change directives and change orders within the scope of such contracts) may be signed by the:
 - Executive Vice President for Administration and Chief Financial Officer;
 - Associate Vice President of Facilities Development and Operations UCHC (UCHC Projects);
 - Chief Administrative Officer UCHC (UCHC Projects);
 - University Master Planner and Chief Architect;
 - Interim Executive Director for Facilities Operations and Building Services; or
 - Director, Procurement Services,

provided the Board of Trustees has already approved such contracts as part of a planning, design or final capital project budget. Such contracts with a value of **\$500,000.00 or greater** must be presented to the BOT as *subsequent* information agenda items after execution.

8. Real estate-related conveyances and contracts, including but not limited to purchase and sale agreements, deeds, easements and leases (where the University is Lessor/Landlord or Lessee/Tenant) may be signed by the:
Executive Vice President for Administration and Chief Financial Officer; or
University Master Planner and Chief Architect,
provided the Board of Trustees has already approved such contracts prior to execution.

Technology Incubation Program (TIP) leases (meeting the criteria spelled out in the Board of Trustees resolution dated June 28, 2012) must be approved by the President or her/his designees, prior to execution.

9. As provided explicitly in the Resolution, all contracts or amendments thereof to retain audit-related professional services in any amount require approval of the Joint Audit and Compliance Committee of the Board of Trustees, ***prior to*** execution.

For ease of reference, a matrix summarizing the President's delegation of contract signing authority for Storrs, Regional Campuses, School of Social Work and the Law School, follows on pages 4-6, as of April 30, 2013.

University of Connecticut President's Contract Signing Authority Delegation as of April 30, 2013
 Storrs Campus, the Regional Campuses, School of Social Work and the Law School

	CONTRACT/AMENDMENT VALUE or TYPE	SIGNATORIES	BOT ACTION and NOTES
1.	\$500,000.00 and up (Except contracts covered by 6, 7 or 8 herein)	President's Chief of Staff; Provost & Executive Vice President for Academic Affairs; Executive Vice President for Administration & Chief Financial Officer; Any Vice President; Associate Vice President of Finance and Budget; Controller, Storrs and Regional Campuses; or Director of Athletics.	Provided contracts with a value of \$500,000.00 to \$999,999.99 are presented to the Board of Trustees as subsequent information agenda items, and contracts with a value of \$1,000,000.00 or greater have <u>already</u> been approved by the Board of Trustees <u>prior to</u> execution.
2.	\$100,000.00 – up to \$499,999.99 (Except those covered by 6, 7 or 8 herein)	President's Chief of Staff; Provost & Executive Vice President for Academic Affairs; Executive Vice President for Administration & Chief Financial Officer; Senior Vice Provost & Vice President for Research; Vice President for Student Affairs; Associate Vice President of Finance and Budget; Executive Director, Office for Sponsored Programs; or Director of Athletics.	
3.	\$50,000 – up to \$99,999.99 (Except those covered by 6, 7 or 8 herein)	Any Officer Listed in Block 2 Any Vice Provost; Any Vice President; Any Associate Vice President; Any Dean; Director, Procurement Services; Controller, Storrs and Regional Campuses; or Office of Economic Development, Executive Director of Industry Partnerships.	
4.	Up to \$49,999.99 (Except those covered by 6, 7 or 8 herein)	Any Officer listed in Blocks 2 or 3; Any Associate Vice Provost; Any Assistant Vice Provost; Any Assistant Vice President; Interim Executive Director for Facilities Operations and Building Services; Any Senior Associate Director of Athletics; Deputy Director of Athletics; Directors of Regional Campuses; or Associate Controller and Director of Accounting, Storrs and Regional Campuses.	
5.	No-Cost Student Affiliation Agmts.	Any Officer listed in Blocks 2, 3 or 4	

	CONTRACT/AMENDMENT VALUE or TYPE	SIGNATORIES	BOT ACTION and NOTES
6.	Contracts for the provision or receipt of academic research or related services	<p>Provost and Executive Vice President for Academic Affairs; Senior Vice Provost and Vice President for Research; Executive Director, Office for Sponsored Programs; or Office of Economic Development, Executive Director of Industry Partnerships.</p> <p>In addition, the following officers may sign research or research-related contracts not requiring the expenditure of University funds, but rather receipt of funds:</p> <p>Assistant Director, Office for Sponsored Programs, Pre-Award and Contracts Services; Assistant Director, Office for Sponsored Programs, Post-Award Services; Office of Economic Development, Director of Intellectual Property; Office of Economic Development, Director of Physical Sciences; or Office of Economic Development, Director of Life Sciences.</p>	<p>Provided contracts with a value of \$5,000,000.00 or greater have <u>already</u> been approved by the Board of Trustees prior to execution;</p> <p>Signatures will certify research proposals and receipt of awards and/or contracts awarded from such proposals.</p>
7.	All professional design, professional services (including additional services notices to proceed); pre-construction, or construction-related contracts or amendments thereof (including construction change directives and change orders within the scope of such contracts).	<p>Executive Vice President for Administration and Chief Financial Officer; Associate Vice President of Facilities Development & Operations UCHC (UCHC Projects); Chief Administrative Officer UCHC (UCHC Projects); University Master Planner and Chief Architect; Interim Executive Director for Facilities Operations and Building Services; or Director, Procurement Services.</p>	<p>Must have <u>already</u> been approved by Board of Trustees as part of a planning, design or final capital project budget prior to execution. Contracts with a value of \$500,000.00 or greater must be presented to the BOT as <i>subsequent</i> information agenda items after execution.</p>
8.	<p>Real estate-related conveyances and contracts, including but not limited to Purchase and Sale Agreements, Deeds, Easements and Leases*</p> <p><i>*University as Lessor or Lessee</i></p>	<p>Executive Vice President for Administration and Chief Financial Officer; or University Master Planner and Chief Architect.</p>	<p>Must have <u>already</u> been approved by the Board of Trustees prior to execution by the University.</p> <p>Technology Incubation Program (TIP) leases (meeting the criteria spelled out in the Board of Trustees resolution dated 6/28/12) must be approved by the President or her/his designee, prior to execution.</p>

	CONTRACT/AMENDMENT VALUE or TYPE	SIGNATORIES	BOT ACTION and NOTES
9.	Audit-related professional services contracts in any amount.	See contract values set forth above for appropriate signatory	Must have <u>already</u> been approved by the Joint Audit and Compliance Committee of the Board of Trustees <u>prior to</u> execution.

Rev. 4/30/13