

January 27, 2017

TO: Laura A. Cruickshank, University Master Planner and Chief Architect

FR: Tysen Kendig, Vice President for Communications

CC: Richard Orr, Vice President and General Counsel

RE: **Sub-Delegation of Authority to Approve Project Sheet Endorsement Requests**

The University of Connecticut's Bylaws prohibit the use of the University's name or insignia (an "Endorsement") by any individual or by any group not duly organized as a part of the University without the approval of the President. On September 1, 2016, the President's Cabinet approved the Policy on Endorsements which established a framework for how requests for Endorsements should be handled. The policy further authorizes the President's designees to approve Endorsement requests. A copy of the policy is attached.

On January 25, 2017, the President delegated to the Vice President of Communications the authority to approve Endorsement requests and to sub-delegate the authority to approve project sheet Endorsement requests to the University Master Planner and Chief Architect ("Chief Architect"). A copy of the President's delegation is attached.

In accordance with the policy and the President's delegation, I sub-delegate to you the authority set forth below.

Scope of Delegation

The Chief Architect is responsible for University campus planning and for the design and construction of capital project development. The Chief Architect is also responsible for approving all professional designs and professional services.

Therefore, I delegate to you the authority to approve individual project sheets and similar material requested by consultants or contractors when the subject matter relates to work done for the University under your supervision.

When exercising this authority, it is appropriate to evaluate the quality of the work done by a consultant or contractor, to review the specific content of the proposed project sheets (including other related materials) and to request additional information relevant to whether or not it is in the best interest of University to be associated with the consultant or contractor.

Limitations

This sub-delegation is conditioned on the fulfillment of the following requirements:

- a. The authority delegated in this document may not be further sub-delegated.
- b. Any authority not conferred in the above scope of delegation remains with the Vice President for Communications.

Term of Delegations

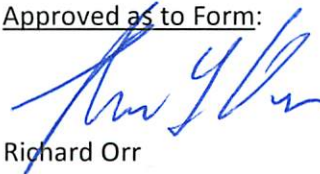
- a. The authority provided by this sub-delegation is made to the position with the current title of "University Master Planner and Chief Architect."
- b. Only the employee serving in this position may exercise the authority provided by this sub-delegation. In the event the position is vacant, the employee serving as the interim University Master Planner and Chief Architect may exercise the authority provided by this sub-delegation.
- c. From time to time a position's title may change but the function remains the same. A change in title does not change this sub-delegation. The authority delegated to the position named in this sub-delegation shall remain in effect for the position's successors in function.
- d. The authority provided to you by this sub-delegation shall automatically be rescinded upon your separation from the University or on the date you cease to serve in the position described in this delegation.
- e. The authority provided by this sub-delegation is effective immediately.

Authorized Delegator:



Tysen Kendig
Vice President for Communications

Approved as to Form:



Richard Orr
Vice President and General Counsel

Attachments:

Policy on Endorsements (September 1, 2016)

President's Delegation of Authority to Approve Endorsements Requests (January 25, 2017)