


December 6, 2018

TO: Steven Suib, Director of the Institute for Material Science

CC: Craig H. Kennedy, Provost and Executive Vice President for Academic Affairs
Scott Jordan, Executive Vice President for Administration and Chief Financial Officer
Nicole Fournier Gelston, General Counsel

FROM: Susan Herbst, President 

RE: **Supplement to President's Contract Signing Authority Delegation**

The University of Connecticut, Board of Trustees' Resolution dated February 18, 2010 ("Board Resolution") grants the President signing authority for all University contracts. Pursuant to the Board Resolution, which authorizes the President to delegate such signing authority, I issued the President's Contract Signing Authority Delegation Storrs, Regional Campuses, Law School and School of Social Work on April 30, 2013 ("President's Delegation").

In accordance with the Board Resolution and in addition to the President's Delegation, I hereby issue, effective immediately, the following delegation of authority:

Scope of Delegation

The Institute of Materials Science supports over 100 graduate students in three primary fields of study: Materials Science and Engineering, Polymer Science, and Materials Science. The Institute of Materials Science also assists Connecticut companies in their research and development efforts to improve new and existing products through its Industrial Affiliates Program.

The Director of the Institute of Materials Science is responsible for the coordination and management of the Institute's operations, including oversight of the Industrial Affiliates Program. The Director of the Institute of Materials Science is also responsible for securing affiliation agreements and the contracting of goods and services necessary for the Institute of Materials Science to fulfill its responsibilities.

Therefore, the Director of the Institute of Materials Science shall have the authority to approve and sign contracts, or amendments thereof, for goods and services necessary to fulfill the Institute of Materials Science's responsibilities, as well as for affiliation agreements with outside companies which do not exceed \$100,000.

Terms and Conditions

This delegation shall be governed by the following terms and conditions:

1. The authority provided by this delegation is made to the position with the title of "Director of the Institute of Materials Science." From time to time, the title for the position may change but the function remains the same. A change in title does not change this delegation. The authority delegated to the position named in this delegation shall remain in effect for the position's successors in function.
2. Only the employee serving in this position may exercise the authority provided by this delegation. In the event the position is vacant, the employee serving as the Interim Director of the Institute of Materials Science may exercise the authority provided by this delegation.
3. The authority provided by this delegation shall automatically be rescinded upon the employee's separation from the University or on the date the employee ceases to serve in the position described in this delegation or its successor in function.
4. Prior to approving or signing a contract under this delegation, the Director of the Institute of Materials Science should consult with other specialized personnel within the University (e.g., Procurement Services or the Office of General Counsel) when necessary or required by University policy.
5. The authority provided by this delegation shall not be sub-delegated.
6. To the extent that the scope of any subsequent delegation conflicts with this delegation, the subsequent delegation shall control.