

TO: Senior Administrators, Deans, Directors, and Contract Liaisons

CC: Office of the General Counsel

FROM: Radenka Maric, Interim President *Radenka Maric*

RE: President's Delegation of Contract Approval and Signatory Authority for the Storrs, Regional Campuses, Law School, and School of Social Work

On February 18, 2010, the Board of Trustees granted the President signing authority for all University contracts (Board Resolution). In addition to authorizing the President to sign all University contracts, the Board Resolution allows the President to delegate such authority to other University administrators as deemed appropriate.

Therefore, and subject to the [Procedures for Approving and Signing Contracts On-Behalf of the University](#) ("Procedures"), effective immediately, the following authority is delegated to approve and sign contracts related to the Storrs and regional campuses.

These delegations supersede all prior delegations of authority to sign contracts.

All delegations are made in accordance with the Procedures and all individuals with delegated signing authority are responsible for knowing and abiding by those Procedures. Any sub-delegations, expressly described below, **may not be** further delegated by the delegee under any circumstances.

DELEGATIONS OF CONTRACT APPROVAL AND SIGNATURE AUTHORITY:

I. Office of the President

The following positions are hereby authorized to approve and sign any contract necessary to support or further the mission of their respective University position or office subject to the following limitations:

<u>TITLE</u>	<u>CONTRACT VALUE</u>
Chief of Staff	Less than \$500,000
Director (including any Senior Director)	Less than \$250,000

II. Office of the Provost

The **Provost & EVP for Academic Affairs (Provost)** is hereby authorized to approve and sign any contract necessary to support or further the academic mission of the University, provided that contracts with a value of \$1 Million or more have first been approved by the Board of Trustees.

The Provost may sub-delegate this authority to any Vice President, Associate or Assistant Vice President, Vice Provost, Associate or Assistant Vice Provost, Dean, or Director **who reports to the Provost**, subject to the following limitations:

<u>TITLE</u>	<u>CONTRACT VALUE</u>
Vice President	Less than \$1,000,000
Vice Provost (including any Senior Vice Provost)	Less than \$500,000
Dean	Less than \$250,000
Associate/Assistant Vice Provost/President	Less than \$100,000
Regional Campus Director	Less than \$100,000
Academic Director	Less than \$50,000

III. Office of the General Counsel

The **General Counsel** is hereby authorized to approve and sign any contract necessary to support or further the legal interests of the University, provided that contracts with a value of \$1 Million or more have first been approved by the Board of Trustees.¹ The General Counsel must first consult with the President and/or Board Chair before executing any contract in excess of \$250,000.

The General Counsel may sub-delegate this authority to any Deputy General Counsel or Senior Associate University Counsel, subject to the following limitations:

<u>TITLE</u>	<u>CONTRACT VALUE</u>
Deputy General Counsel	Less than \$50,000
Senior Associate University Counsel	Less than \$10,000

¹ Such Board approval is not required in connection with legal settlement agreements.

IV. Director of Athletics

The **Director of Athletics** is hereby authorized to approve and sign any contract necessary to support or further the athletic programming mission of the University, provided that contracts with a value of \$1 Million or more have first been approved by the Board of Trustees.

The Director of Athletics is further authorized to approve and sign all contracts in which the University is being compensated an amount equal to \$1,000,000 or greater, but less than \$5,000,000, for its athletic teams to participate in competitions with the athletic teams of other institutions of higher education, provided the Director of Athletics advises the Chair of the Board Subcommittee on Athletics prior to such execution.

The Director of Athletics may sub-delegate this authority to any Deputy Director, Executive Associate Director, or Associate Director who reports to the Director of Athletics, subject to the following limitations:

<u>TITLE</u>	<u>CONTRACT VALUE</u>
Deputy Director and Chief of Staff	Less than \$750,000
Executive Associate Director of Athletics	Less than \$500,000
Associate Director of Athletics	Less than \$50,000

V. Office of the Chief Financial Officer

The **Chief Financial Officer (CFO)** is hereby authorized to approve and sign any contract necessary to support or further the mission of the University, provided that contracts with a value of \$1 Million or more have first been approved by the Board of Trustees.

The CFO is also authorized to execute and deliver, in the name of and on behalf of the University, all affidavits, certificates, instruments, and other documents necessary to complete real estate transactions, including deeds, easements, purchase and sales agreements, and leases.

The CFO shall also have all authority necessary to exercise, on behalf of the University, the University's rights of ownership in any corporation or other business entity other than those as to which such authority has been given to the Vice President of Research. The CFO is further authorized to execute, deliver, and perform, in the name of and on behalf of the University, such certificates, instruments, documents and agreements as the CFO may deem necessary, useful, or required in furtherance of this delegation.

The CFO may sub-delegate this authority to any or any Associate or Assistant Vice President **who reports to the CFO**, subject to the following limitations:

A. <u>TITLE</u>	<u>CONTRACT VALUE</u>
AVP for UBS*	Less than \$500,000

Any Associate or Assistant Vice President

Less than \$250,000

B. AUTHORITY TO FURTHER SUB-DELEGATE

The CFO may further authorize the AVP for UBS to sub-delegate the authority to approve and sign (1) contracts for goods or services valued at less than \$50,000 to any Director reporting to the AVP for UBS; and (2) contracts for goods or services valued at less than \$10,000 to any purchasing Category Manager reporting to the AVP for UBS.

VI. Human Resources

The following positions are hereby authorized to approve and sign any contract necessary to support or further the mission of their respective University position or office subject to the following limitations:

<u>TITLE</u>	<u>CONTRACT VALUE</u>
AVP and Chief Human Resources Officer *	Less than \$250,000
Ex. Dir. of Employee Relations**	Less than \$250,000

VII. University Planning, Design and Construction (UPDC) and Facilities Operations

The following positions are hereby authorized to approve and sign any contract necessary to support or further the mission of their respective University position or office subject to the following limitations:

<u>A. TITLE</u>	<u>CONTRACT VALUE</u>
AVP for Facilities Operations	Any construction contract valued at less than \$1,000,000***
	Leases for real property that are for a term of one year or less <u>and</u> valued at less than \$25,000
	Any contract valued at less than \$500,000
AVP for UPDC	Any construction contract valued at less than \$1,000,000***
	Leases for real property that are for a term of less than five years <u>and</u> valued at less than \$1,000,000
	Any contract valued at less than \$500,000

Executive Director, UPDC

Any construction contract valued at **less than \$500,000*****

Leases for real property that are for a term of less than three years and valued at **less than \$250,000**

Any contract valued at **less than \$250,000**

B. AUTHORITY TO FURTHER SUB-DELEGATE

The AVP for UPDC is further authorized to sub-delegate the authority to approve and sign notices to proceed, construction change directives, change orders, and proposed change orders valued at less than \$100,000 to any direct report responsible for managing a construction project under the control of the AVP for UPDC.

VIII. Division of University Safety

The AVP for University Safety is hereby authorized to approve and sign any contract necessary to support or further the safety of the University, subject to the following limitations:

<u>TITLE</u>	<u>CONTRACT VALUE</u>
AVP for University Safety	Less than \$250,000

IX. Office of the Vice President of Research

The **Vice President for Research, Innovation and Entrepreneurship (“OVPRIE”)** is hereby authorized to approve and sign any contract necessary to support or further the research mission of the University, provided that contracts with a value of \$1 Million or more and contracts for the provision or receipt of academic research or related services with a value of \$5 Million or more have first been approved by the Board of Trustees. This authority includes but is not limited to approving and signing contracts related to the commercialization and protection of University or employee intellectual property and technology and other sponsored activities and any programs related to strategic partnerships with federal and state agencies, industry, investors and not-for profit organizations.

The OVPRIE shall have all authority necessary to exercise, on behalf of the University, the University's rights of ownership in any corporation or other business entity in which the University has an ownership interest related to University research or the commercialization of University or employee intellectual property and technology, or participate in a meaningful manner to provide support of such business

entity. The OVPRIE is further authorized to execute, deliver, and perform, in the name of and on behalf of the University such certificates, instruments, documents and agreements as the OVPRIE deems necessary, useful, or required in furtherance of this delegation.

The OVPRIE is hereby authorized to sign on behalf of the University, all Technology Incubation Program (TIP) leases including any enhancement and infrastructure development of TIP that meet the criteria set forth in the University's TIP Policy.

The OVPRIE may sub-delegate this authority to any Associate or Assistant Vice President, or any Director (including Senior, Executive, Associate or Assistant), Grants or Contracts Manager, Sponsored Program Specialist, Grant and Contract Specialist, Sponsored Program Project Officer, and Senior IP Managers **who report to the OVPRIE**, subject to the following limitations:

<u>TITLE</u>	<u>CONTRACT VALUE</u>
Associate or Assistant Vice President	
Expenditure:	Less than \$750,000
Receipt of Funds:	Less than \$5,000,000
Proposals:	No limit
Sponsored Projects Sub-Awards:	Less than \$5,000,000
Associate Vice President of Innovation & Entrepreneurship	
Expenditure (TCS contracts):	Less than \$1,000,000
Director	
Expenditure:	Less than \$25,000
Receipt of Funds:	Less than \$5,000,000
Proposals:	Less than \$10,000,000
Sponsored Projects Sub-Awards:	Less than \$3,000,000
Licensing Directors	
Expenditure:	Less than \$250,000
Proposals:	Less than \$250,000

Manager, Grants, or Contracts

Receipt of Funds: Less than \$5,000,000

Proposals: Less than \$7,500,000

Specialist, Grants and Contracts

Receipt of Funds: Less than \$5,000,000

Proposals: Less than \$5,000,000

Specialist or Program Project Officer, Sponsored Program

Receipt of Funds: Less than \$5,000,000

Proposals: Less than \$5,000,000

Senior IP Managers

Receipt of Funds: Less than \$5,000,000

Proposals: Less than \$5,000,000

**Authorization is limited to approving and signing contracts for goods or services.*

*** Authorization is limited to approving and signing settlement agreements and other agreements directly related to labor or employment matters.*

**** Limited to construction contracts that are (1) for 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 and proposed change orders within the scope of such contracts) under the control of the signatory, and (2) are part of a planning, design or final capital project budget previously approved by the Board of Trustees.*