

## **Contract Delegation – Signature Authority**

### **ACADEMIC AFFAIRS**

Dave Perrin, Provost, has given delegation of signature authority to:

Rebecca Adams – All personnel, budgetary, and other actions permitted by law and policy and all contracts within the Office of Planning and Assessment, including Academic Assessment and Institutional Research.

Alan Boyette – All documents that fall within the purview of the Provost and Vice Chancellor for Academic Affairs.

Cheryl Callahan – All documents that fall within the purview of the Vice Chancellor for Student Affairs.

Nancy Doll – All documents that fall within the purview of the Director of the Weatherspoon Art Museum.

Lise Keller – All documents that fall within the purview of the Director of Undergraduate Admissions including personnel and budget.

Steve Roberson – All documents that fall within the purview of the Dean of Undergraduate Studies.

Terri Shelton – All documents that fall within the purview of the Vice Chancellor for Research and Economic Development.

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.

Alan Boyette has given delegation of signature authority to Ray Purdom, Director, University Teaching and Learning Center, for maintenance contracts, “click-wrap” agreements for software installed on classroom and UTLC computers, academic software contracts, and contracts related to UNCG’s hosting of the Lilly Conference on College and University Teaching.

Dean Timothy Johnston, College of Arts and Sciences has given delegation of signature authority to:

Associate Dean Denise Baker – Instructional Agreements

Assistant Dean Karen Patrick – Grants and Contracts, Contracted Personal Services and Dual Employment forms (used primarily for visiting speakers)

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

Terri Shelton, Office of Research and Economic Development has given delegation of signature authority to:  
Sponsored Programs – Lloyd Douglas and Valera Francis – Grants, Contracts, and Cooperative Agreements  
Office of Innovation and Commercialization – Lisa Goble – Material Transfer Agreements  
Office of Research Compliance – Eric Allen – 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.

### **ATHLETICS**

Chancellor Brady has given delegation of signature authority to:  
Kim Record, Director of Intercollegiate Athletics – All approved contracts on behalf of the Department of Intercollegiate Athletics. Signature authority for all contracts within Athletics will remain primarily with Kim Record, and secondarily with the Senior Associate Athletic Director of Administration, Brian Battle. Kim Record has delegated signature authority to Jackie Riffle, Associate Athletic Director for Business, with regard to all Athletics contracts with a financial component.

### **BUSINESS AFFAIRS**

Reade Taylor, Vice Chancellor, has given delegation of signature authority to:  
Associate Vice Chancellor for Finance – official documents that fall within the purview of the Vice Chancellor for Business Affairs  
Mike Byers – Auxiliary Contracts representing less than \$100,000 annual commission revenue to UNCG, Addenda to any auxiliary contract for purpose of contract maintenance, misc. property actions

### **LIBRARY**

Rosann Bazirjian – Bequest and Gifts Agreements  
Kathy Crowe – Maintenance Contracts, Service Agreements, all related forms for EPA and SPA  
Karen Ward – Maintenance contracts, service contracts and agreements, all University related forms such as EPA action forms, SPA forms, all accounting forms, and contracted services.

### **INFORMATION TECHNOLOGY SERVICES**

Jim Clotfelter, Vice Chancellor, has given delegation of signature authority to:  
Vickie Gaskill  
Donna Heath  
Joel Dunn  
Gloria Edwards Thornton

## **STUDENT AFFAIRS**

Cheryl Callahan, Vice Chancellor, has given delegation of signature authority to:

Bruce Pomeroy – Contracts re: Sign Language interpreters and other reasonable accommodations

Curtis Erwin – Contracts re: Housing and Residence Life

Cathy Hamilton – Contracts re: Leadership and Service Learning

Tresa Saxton – Contracts re: Director of Student Health Services

Eldaliz Fernandez – Contracts requiring Physician Signature re: Medical Director of Student Health Services

Kim Sousa-Peoples – Contracts re: New Student and Spartan Family Programs

Jim Settle – Contracts re: Office of Campus Activities and Programs, EUC, and Office of Multicultural Affairs

Vicki McNeil – Contracts re: Campus Recreation

## **UNIVERSITY ADVANCEMENT**

Patti Stewart, Vice Chancellor, has given delegation of signature authority to:

Martha Linda Carter - Contracts and Cooperative Agreements with and for the Alumni Association and Alumni Relations

Donna Sexton – Federal Regulatory forms related to gifts and bequests

Helen Hebert – Contracts and cooperative agreements for University marketing and communications

Terri Clark – Contracts for Annual Fund

Lynne Bresko – Contracts for Development

Lee Knight – Contracts for Planned Giving Purposes

Laure Hoffman, Capital Campaign Director – Contracts for the Capital Campaign

**April 19, 2011**