

DELEGATIONS OF SIGNATURE AUTHORITY

Contract Type	Delegated Authority	Source of Authority
General authority to sign contracts for NC Central University	Chancellor	NCCU REG 01.03.01, App. A, §1

Academic Contracts

Contract Type	Delegated Authority	Sub-Delegated Authority	Source of Authority
Academic exchange agreements and academic cooperative agreements NOT involving the purchases of goods/services	Provost and Vice Chancellor for Academic Affairs	Associate Vice Provost for Academic Budget and Personnel	NCCU REG 01.03.01, App. A, §2.1.1.1
Information systems services and products, including without limitation, software licensing agreements	Provost and Vice Chancellor for Academic Affairs	Associate Vice Provost for Academic Budget and Personnel	NCCU REG 01.03.01, App. A, §2.1.1.2
All appointment letters for EHRA-faculty members	Provost and Vice Chancellor for Academic Affairs	Senior Associate Vice Chancellor for Enrollment Management and Academic Affairs	NCCU REG 01.03.01, App. A, §2.1.1.3
Any other agreements requiring performance by the Division of Academic Affairs	Provost and Vice Chancellor for Academic Affairs	Associate Vice Provost for Academic Budget and Personnel	NCCU REG 01.03.01, App. A, §2.1.1.4

Athletics Contracts

Contract Type	Delegated Authority	Source of Authority
Athletic Department contracts for athletic contests, hotel rooms, restaurants, event centers, and transportation services used by NCCU's varsity sports teams; Any amount less than or equal to \$100,000	Director of Athletics	NCCU REG 01.03.01, App. A, §2.7.1

Athletic Department contracts for facility use, fundraising events, personal and professional services contracts, purchase of goods and services for the Dept., and contracts relating to officiating services for athletic events; Any amount less than or equal to \$100,000	Director of Athletics	NCCU REG 01.03.01, App. A, §2.7.1
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Employment Contracts

Contract Type	Delegated Authority	Sub-Delegated Authority	Source of Authority
Appointment letters and other employment contracts for EHRA-faculty members	Provost and Vice Chancellor for Academic Affairs	Senior Associate Vice Chancellor for Enrollment Management and Academic Affairs	NCCU REG 01.03.01, App. A, §2.1.1.3
Appointment letters and employment contracts for SHRA employees and EHRA non-faculty employees	Chief Human Resources Officer	Deputy Human Resources Officer	NCCU REG 01.03.01, App. A, §2.10.1.1

Gift/Donation Contracts

Contract Type	Delegated Authority	Source of Authority
Agreement relating to gifts and bequests, including donor agreements	Vice Chancellor for Institutional Advancement (Authority may not be delegated)	NCCU REG 01.03.01, App. A, §2.4.1.1
Agreement requiring performance by the Division of Institutional Advancement; Any amount less than or equal to \$100,000	Vice Chancellor for Institutional Advancement (Authority may not be delegated)	NCCU REG 01.03.01, App. A, §2.4.1.2

Information Technology Contracts

Contract Type	Delegated Authority	Source of Authority
For procurement of information technology goods and services for Information Technology Services; Any amount less than or equal to \$100,000	Chief Information Officer (Authority may not be delegated)	NCCU REG 01.03.01, App. A, §2.8.1

Other Contracts Not Otherwise Delegated

Contract Type	Delegated Authority	Source of Authority
Contracts for which signature authority is not delegated to any other individual; Any amount less than or equal to \$100,000	Vice Chancellor for Administration and Finance	NCCU REG 01.03.01, App. A, §2.2.1
UNC Design and Construction Guidelines Attachment 13 (“Change Order”)	Associate Vice Chancellor for Facilities Management	NCCU REG 01.03.01, App. A, §2.12
Applications for direct billing, commercial credit accounts and other credit accounts	Director of Purchasing	NCCU REG 01.03.01, App. A, §2.13
Contracts for the operations of the Division of Administration and Finance in the absence of the Vice Chancellor for Administration and Finance	Budget Director	NCCU REG 01.03.01, App. A, §2.14

Research & Sponsored Programs Contracts

Contract Type	Delegated Authority	Source of Authority
Agreements for experimental, developmental, and research projects that qualify as sponsored programs. Sponsored programs are those that are separately financed in whole or part by external agencies and are carried out under terms between the sponsoring agencies and the University	Associate Provost and Dean of the Division of Research and Sponsored Programs (Authority may not be delegated)	NCCU REG 01.03.01, App. A, §2.5.1.1

On behalf of Chancellor approving and submitting grants, contracts, and cooperative agreements	Associate Provost and Dean of the Division of Research and Sponsored Programs (Authority may not be delegated)	NCCU REG 01.03.01, App. A, §2.5.1.2
Agreements necessary for the operation of the University's technology transfer program (licenses, options, confidentiality agreements, material transfer agreements, and any document required by the US Patent and Trademark Office)	Associate Provost and Dean of the Division of Research and Sponsored Programs (Authority may not be delegated)	NCCU REG 01.03.01, App. A, §2.5.1.3

Student Affairs Contracts

Contract Type	Delegated Authority	Source of Authority
Agreements requiring performance by the Division of Student Affairs; Any amount less than or equal to \$100,000	Vice Chancellor for Student Affairs (Authority may not be delegated)	NCCU REG 01.03.01, App. A, §2.3.1

Other Contracts

Contract Type	Delegated Authority	Source of Authority
Agreements, including on behalf of Chancellor, relating to operations of the Office of the Chancellor, such as: use of facilities; acquisition of goods and services used in fulfilling duties of the Board of Trustees or the Chancellor; Any amount less than or equal to \$100,000	Chief of Staff (Authority may not be delegated)	NCCU REG 01.03.01, App. A, §2.6.1.1
Agreements relating to the operations of the University Police Department	Chief of Staff (Authority may not be delegated)	NCCU REG 01.03.01, App. A, §2.6.1.2
Agreements relating to the operations of the Office of Internal Audit	Chief of Staff (Authority may not be delegated)	NCCU REG 01.03.01, App. A, §2.6.1.3

Sponsored Research Contracts

Contract Type	Delegated Authority	Source of Authority
Sign on behalf of Chancellor for approving grants, contracts, and cooperative agreements pursuant to REG 50.03.08.	Director of the Office of Sponsored Research and Programs (Authority may not be delegated)	NCCU REG 01.03.01, App. A, §2.9.1; NCCU REG 50.03.08

STEM Optional Practical Training Plan Agreements

Contract Type	Delegated Authority	Source of Authority
Section 4 of the Department of Homeland Security US Immigration and Customs Enforcement Training Plan for STEM OPT students	Chief Human Resources Officer (Authority may not be delegated)	NCCU REG 01.03.01, App. A, §2.10.1
Section 6 of the Department of Homeland Security US Immigration and Customs Enforcement Training Plan for STEM OPT students	Associate Vice Chancellor for Innovative, Engaged and Global Education (Authority may not be delegated)	NCCU REG 01.03.01, App. A, §2.11.1