



University of Connecticut  
*Office of the President*

Susan Herbst  
*President*

TO: Senior Administrators, Deans, Directors and Contract Liaisons

FROM: Susan Herbst, President

DATE: April 27, 2012

RE: **Contract Signing Authority Delegation for Storrs, Regional Campuses and the Law School**

The University of Connecticut, Board of Trustees' Resolution dated February 18, 2010 ("Resolution") grants the President signing authority for all University contracts. It further authorizes me to delegate such signing authority as I from time to time determine appropriate.

Therefore, in addition to my own signing authority for all University contracts, I hereby delegate, effective immediately, contract signing authority for University contracts emanating from the Storrs campus, the regional campuses and the Law School, as follows. Persons designated to serve as interim appointees to the positions set forth below shall have full authority to sign contracts in accordance with this delegation as if they were not serving on an interim basis. This delegation supersedes all prior delegations and shall remain in effect until I amend it, or my successor amends it.

1. Contracts, or amendments thereof (*except those covered by Paragraphs 6, 7 or 8 below*) for the expenditure or receipt of funds, goods or services in the amount ("value") of **\$500,000.00 or greater**, may be signed by the:
  - President's Chief of Staff;
  - Provost and Executive Vice President for Academic Affairs;
  - Executive Vice President for Administration and Chief Financial Officer;
  - Any Vice President;
  - Chief Financial Officer, Storrs and Regional Campuses;
  - Controller, Storrs and Regional Campuses; or
  - Director of Athletics,

***provided contracts with a value of \$1,000,000.00 or greater have already been approved by the Board of Trustees and contracts with a value of \$500,000.00 to \$999,999.99 are presented to the Board of Trustees as subsequent information agenda items.***
2. Contracts, or amendments thereof (*except those covered by Paragraphs 6, 7 or 8 below*) with a value of **\$100,000.00 or greater, but less than \$500,000.00**, may be signed by the:
  - President's Chief of Staff;
  - Provost and Executive Vice President for Academic Affairs;
  - Senior Vice Provost and Vice President for Research;
  - Executive Vice President for Administration and Chief Financial Officer;
  - Vice President for Student Affairs;
  - Chief Financial Officer, Storrs and Regional Campuses;
  - Executive Director, Office for Sponsored Programs; or
  - Director of Athletics.

*An Equal Opportunity Employer*

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3. In addition to those officers listed in Paragraph 2 above, contracts or amendments thereof (*except those covered by Paragraphs 6, 7 or 8 below*) with a value of **\$50,000.00 or greater, but less than \$100,000.00**, may be signed by:
  - Any Vice Provost;
  - Any Vice President;
  - Any Associate Vice President;
  - Any Dean;
  - Director, Procurement Services;
  - Controller, Storrs and Regional Campuses; or
  - Director, Office of Technology Commercialization.
  
4. In addition to those officers listed in Paragraphs 2 and 3 above, contracts or amendments thereof (*except those covered by Paragraphs 6, 7 or 8 below*) with a value **less than \$50,000.00** may be signed by:
  - Any Associate Vice Provost;
  - Any Assistant Vice Provost;
  - Any Assistant Vice President;
  - Any Senior Associate Director of Athletics;
  - Deputy Director of Athletics;
  - Directors of Regional Campuses; or
  - Associate Controller and Director of Accounting, Storrs and Regional Campuses.
  
5. In addition to those officers listed in Paragraphs 2, 3 and 4 above, Deans may sign no-cost affiliation agreements whereby students receive practicum or internship training.
  
6. All contracts for the **provision or receipt of academic research or related services**, or amendments thereof, may be signed by the:
  - Provost and Executive Vice President for Academic Affairs;
  - Senior Vice Provost and Vice President for Research;
  - Executive Director, Office for Sponsored Programs; or
  - Director, Office of Technology Commercialization.

In addition, the following officers may sign research or research-related contracts **not** requiring the expenditure of University funds, but rather **receipt** of funds:

- Executive Director, Center for Science and Technology Commercialization;
- Assistant Director, Office for Sponsored Programs, Pre-Award and Contracts Services; or
- Assistant Director, Office for Sponsored Programs, Post-Award Services,

***provided the Board of Trustees has approved such contracts with a value of \$5,000,000.00 or greater. By their signatures, the signatories in this Paragraph 6 shall certify the research proposals to various external agencies and the receipt of awards or contracts awarded from such proposals.***

7. All professional design, professional services (including additional services notices to proceed); pre-construction, or construction-related contracts or amendments thereof (including constructive change directives and change orders within the scope of such contracts) may be signed by the:
  - Executive Vice President for Administration and Chief Financial Officer;
  - Associate Vice President of Facilities Development and Operations UCHC (UCHC Projects);
  - Chief Administrative Officer UCHC (UCHC Projects);
  - Vice President and Strategy Officer for Bioscience Connecticut UCHC (UCHC Projects);
  - Director, University Planning;
  - Associate Vice President of Architectural, Engineering and Building Services; or
  - Director, Procurement Services,

***provided the Board of Trustees has approved such contracts as part of a planning or design capital project budget or a final capital project budget.***

Such contracts with a value of **\$500,000.00 or greater** must be presented to the BOT as *subsequent* information agenda items after execution.

8. Real estate-related contracts, including but not limited to purchase and sale agreements, deeds, easements and leases (where the University is Lessor/Landlord or Lessee/Tenant) may be signed by the:  
Executive Vice President for Administration and Chief Financial Officer or  
Director, University Planning,  
***provided they have been approved by the Board of Trustees prior to execution.***
9. As provided explicitly in the Resolution, all contracts or amendments thereof to retain audit-related professional services in any amount require approval of the Joint Audit and Compliance Committee of the Board of Trustees, **prior to execution.**

**For ease of reference, a matrix summarizing the President's delegation of contract signing authority for Storrs, Regional Campuses and the Law School, follows on pages 4 and 5, as of April 27, 2012.**

**University of Connecticut President's Contract Signing Authority Delegation as of April 27, 2012**  
Storrs Campus, the Regional Campuses and the Law School

	<b>CONTRACT/AMENDMENT VALUE or TYPE</b>	<b>SIGNATORIES</b>	<b>BOT ACTION and NOTES</b>
1.	\$500,000.00 and up  (Except contracts covered by 6, 7 or 8 herein)	President's Chief of Staff; Provost & Executive Vice President for Academic Affairs; Executive Vice President for Administration & Chief Financial Officer; Any Vice President; Chief Financial Officer, Storrs & Regional Campuses; Controller, Storrs and Regional Campuses; or Director of Athletics.	Contracts with a value of \$1,000,000 or greater must be approved by the Board of Trustees <b>prior to</b> execution.  Contracts \$500,000.00 to \$999,999.99 must be presented to BOT as <b>subsequent</b> information agenda items after execution
2.	\$100,000.00 – up to \$499,999.99  (Except those covered by 6, 7 or 8 herein)	President's Chief of Staff; Provost & Executive Vice President for Academic Affairs; Senior Vice Provost & Vice President for Research; Executive Vice President for Administration & Chief Financial Officer; Vice President for Student Affairs; Chief Financial Officer, Storrs & Regional Campuses; Executive Director, Office for Sponsored Programs; or Director of Athletics.	
3.	\$50,000 – up to \$99,999.99  (Except those covered by 6, 7 or 8 herein)	Any Officer Listed in Block 2 Any Vice Provost; Any Vice President; Any Associate Vice President; Any Dean; Director, Procurement Services; Controller, Storrs and Regional Campuses; or Director, Office of Technology Commercialization.	
4.	Up to \$49,999.99  (Except those covered by 6, 7 or 8 herein)	Any Officer listed in Blocks 2 or 3; Any Associate Vice Provost; Any Assistant Vice Provost; Any Assistant Vice President; Any Senior Associate Director of Athletics; Deputy Director of Athletics; Directors of Regional Campuses; or Associate Controller and Director of Accounting, Storrs and Regional Campuses.	
5.	No-Cost Student Affiliation	Any Officer listed in Blocks 2, 3 or 4	

	CONTRACT/AMENDMENT VALUE or TYPE	SIGNATORIES	BOT ACTION and NOTES
	Agreements		
6.	Contracts for the provision or receipt of academic research or related services	<p>Provost &amp; Executive Vice President for Academic Affairs; Senior Vice Provost &amp; Vice President for Research; Executive Director, Office for Sponsored Programs; or Director, Office of Technology Commercialization.</p> <p><b><i>For research or research-related contracts not requiring the expenditure of University funds, but rather receipt of funds:</i></b> Executive Director, Center for Science and Technology Commercialization; Assistant Director, Office of Sponsored Programs, Pre-Award and Contracts Services; or Assistant Director, Office of Sponsored Programs, Post-Award Services.</p>	<p>All contracts with a value of \$5,000,000.00 or greater must be approved by the Board of Trustees <b>prior to</b> execution;</p> <p>Signatures will certify research proposals and receipt of awards and/or contracts awarded from such proposals.</p>
7.	All professional design, professional services (including additional services notices to proceed); pre-construction, or construction-related contracts or amendments thereof (including constructive change directives and change orders within the scope of such contracts)	<p>Executive Vice President for Administration and Chief Financial Officer; Associate Vice President of Facilities Development &amp; Operations UCHC (UCHC Projects); Chief Administrative Officer UCHC (UCHC Projects); Vice President &amp; Strategy Officer for Bioscience Connecticut UCHC (UCHC Projects); Director, University Planning; Associate Vice President of Architectural, Engineering and Building Services; or Director, Procurement Services</p>	<p>Must have been approved by Board of Trustees as part of a planning or design capital project budget or a final capital project budget <b>prior to</b> execution. Such contracts with a value of <b>\$500,000.00 or greater</b> must be presented to the BOT as <b>subsequent</b> information agenda items after execution.</p>
8.	Real estate-related conveyances and contracts, (including but not limited to Purchase and Sale Agreements, Deeds, Easements and Leases*) *University as Lessor or Lessee	<p>Executive Vice President for Administration &amp; Chief Financial Officer or Director, University Planning.</p>	<p>Must be approved by the Board of Trustees <b>prior to</b> execution by the University</p>
9.	Audit-related professional service contracts in any amount.	<p>See contract values set forth above for appropriate signatory.</p>	<p>Must be approved by the Joint Audit and Compliance Committee of the Board of Trustees <b>prior to</b> execution</p>

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