# **Delegations of Signature Authority**

<b>Contract Type</b>	Delegated	Sub-Delegated	Source of
	Authority	Authority	Authority
General Authority to Sign Contracts for NC State University	Chancellor	Executive Vice Chancellor, Finance and Administration (All Contracts which may be Sub- Delegated)	N.C.S.U. REG 01.20.2 § 3.1 and § 3.2

\*The asterisks indicate Standard Form Agreements. Delegation and sub-delegation of authority to sign a Standard Form Agreement does not include authority to make changes to the Standard Form Agreement. A Standard Form Agreement is one that has been approved as to legal form and sufficiency by the Office of General Counsel. Prior to execution, the Office of General Counsel must review any changes to the Standard Form Agreement. Additionally, prior to execution, the Office of General Counsel must review and approve any agreements in this category where a third party supplies the agreement.

#### **Academic Contracts**

Academic Contracts	Provost and Executive	Vice Provost for	N.C.S.U. REG
Not Involving	Vice Chancellor	Faculty Affairs	01.20.2 § 4.1
Purchases of			
Goods/Services			
(Academic Personnel			
and Student			
Exchange, Academic			
Cooperative			
Agreements,			
Academic			
Placements,			
Academic			
Matriculation, etc.)			
Academic	Provost and Executive	The Dean of the	N.C.S.U. REG
Cooperation	Vice Chancellor	College of Agriculture	01.20.2 § 4.1
Agreements*		and Life Sciences	
(Between NCARS,			
the NC Dept. of			

Agriculture and		
Consumer Services)		
That Do Not Involve		
Purchases of		
Goods/Services and		
Are Not Research		
Agreements		

#### **Athletic Contracts**

Athletic Department Contracts for Athletic	Director of Athletics	Executive Senior Associate Athletic	N.C.S.U. REG 01.20.2 § 4.6.1
Contests		Director	
		Senior Associate Athletic Director	
		Associate Athletic	
		Director for Business	
		Operations	
Athletic Department	Director of Athletics	Executive Senior	N.C.S.U. REG
Contracts for Hotel		Associate Athletic	01.20.2
Rooms and		Director	§ 4.6.1
Transportation			
Services Used by NC			
State's Varsity Sports		Senior Associate	
Teams		Athletic Director	
		Associate Athletic	
		Director for Business	
		Operations	

## **Employment Contracts**

FACULTY	Provost and Executive	N.C.S.U. REG
<b>MEMBERS:</b>	Vice Chancellor	01.20.2 § 4.8.3.4
Employment		
Contracts, Separation		
and Release		
Agreements, "Last		
Chance Agreements"		

	T	
and Telework		
Contracts		
NON-FACULTY	The Executive Officer	N.C.S.U. REG
<b>EMPLOYEES</b>	Having Responsibility	01.20.2 § 4.8.3.4
<b>EXEMPT FROM</b>	for the Employee's	
THE PERSONNEL	Unit	
<b>ACT("EPA"):</b>		
Employment		
Contracts, Separation		
and Release		
Agreements, "Last		
Chance Agreements"		
and Telework		
Contracts		
<b>EMPLOYEES</b>	Executive Vice	N.C.S.U. REG
SUBJECT TO THE	Chancellor, Finance	01.20.2 § 4.8.3.4
PERSONNEL ACT	and Administration	
("SPA"):		
Employment		
Contracts, Separation		
and Release		
Agreements, "Last		
Chance Agreements"		
and Telework		
Contracts		

## **General Business Contracts**

University Contracts	Executive Vice	Assistant Director,	N.C.S.U. REG
or Contracts	Chancellor, Finance	Procurement and	01.20.2 § 4.8.1.2
Originating from	and Administration	Business Services	
Vendors Where Value			
of the Agreement or			
Revenue Generated			
for the University			
Does Not Exceed			
\$25,000.00			

University Contracts	Executive Vice	Director,	N.C.S.U. REG
1		1	
or Contracts	Chancellor, Finance	Procurement and	01.20.2 § 4.8.1.3
Originating from	and Administration	Business Services	
Vendors Where Value			
of the Agreement or			
Revenue Generated			
for the University			
<b>Does Not Exceed</b>			
\$150,000.00			
University Contracts	Executive Vice	Associate Vice	N.C.S.U. REG
or Contracts	Chancellor, Finance	Chancellor, Finance	01.20.2 § 4.8.1.4
Originating from	and Administration	and University	
Vendors Where Value		Treasurer	
of the Agreement or			
Revenue Generated			
for the University			
<b>Does Not Exceed</b>			
\$500,000.00			
University Contracts	Executive Vice		N.C.S.U. REG
or Contracts	Chancellor, Finance		01.20.2 § 4.8.1.5
Originating from	and Administration		
Vendors Where Value			
of the Agreement or			
Revenue Generated			
for the University			
Exceeds \$500,000.00			

#### **Law Enforcement Contracts**

Employment of Off-	Executive Vice	Chief of Police	N.C.S.U. REG
Duty Officer	Chancellor, Finance		01.20.2 § 4.8.3.6
Agreements of	and Administration		
Raleigh Police			
Officers and Wake			
County Deputy			
Sheriffs at Special			
Events on Campus*			
Mutual Aid	Executive Vice	Chief of the Campus	N.C.S.U. REG
Agreements with	Chancellor, Finance	Police	01.20.2 § 4.8.3.5
Other Law	and Administration		
Enforcement			
Agencies*			

## Permission to Use University Name, Marks, Symbols and Copyright

Operation of the University's Trademark Licensing Program	Executive Vice Chancellor, Finance and Administration	Director of NC State's Trademark Licensing Office	N.C.S.U. REG 01.20.2 § 4.4.2
(Registering with the U.S. Patent and Trademark Office, Entering Into a Contract with an Agent for the Licensing of NC State University's Marks, Symbols, and Indicia, Signing Agreements Granting Permission to Use the University's Names, Logos, and Other Trademarks, etc.)			
Permission to Use Copyrighted Works such as Text, Graphics, Photography, and Similar Copyrighted Material	Provost and Executive Vice Chancellor	Director, Digital Scholarship and Publishing Center, NCSU Libraries	N.C.S.U. REG 01.20.2 § 4.4.1
Use of Software and Other Works of Copyright for which NC State Owns the Copyright where the License will Generate Revenues Beyond Direct Cost Recovery	Vice Chancellor for Research and Graduate Studies	Director of the Office of Technology Transfer	N.C.S.U. REG 01.20.2 § 4.3.2

## **Research and Sponsored Programs**

Memorandum of	Vice Chancellor for	Deans of all the	N.C.S.U. REG
	Research and		
Agreement Used for		Colleges and their	01.20.2 § 4.2.3
Sponsored Programs	Graduate Studies	Associate Deans for	
of \$25,000.00 or Less		Research (or	
	771 61 11 0	Equivalent Position)	11 G G 11 D G G
Proposals for	Vice Chancellor for	Associate Vice	N.C.S.U. REG
Research, Public	Research and	Chancellor for	01.20.2 § 4.2.4
Service, Scholarship	Graduate Studies.	Research	
and Other Creative		Administration	
Sponsored Activities			
		Director of Sponsored	
		Programs And	
		Research Compliance	
		("SPARCS")	
		Associate Director of	
		SPARCS	
		Senior Contract	
		Negotiators within	
		SPARCS	
		Other Administrators	
		as may be Approved	
		from Time to Time by	
		the UNC Office of the	
		President and	
		Documented in	
		SPARCS Standard	
		Operating Procedure,	
		Delegations of	
		_	
Dagaarah Dublia	Vice Chancellor for	Signature Authority Associate Vice	N.C.S.U. REG
Research, Public			
Service, Scholarship	Research and	Chancellor for	01.20.2 § 4.2.1 and
and Other Creative	Graduate Studies	Research	4.2.2
Sponsored Activities		Administration	
Contracts		D' CODADOG	
		Director of SPARCS	
		Associate Division C	
		Associate Director of	
		SPARCS	
		Senior Contract	

	Negotiators within SPARCS	

# **Settlement Agreements**

Authority to Settle	<u>Up to \$15,000.00</u>	<u>Up to \$5,000.00</u>	N.C.S.U. REG
Workers			01.20.2
Compensation Claims	Associate Vice	Can be Further Sub-	§4.7.6
Through Mediation	Chancellor for Human	delegated	
Settlement	Resources		
Agreements			
Settlement	Hospital		N.C.S.U. REG
Agreements for the	Administrator		01.20.2 § 4.7.3
Veterinary Teaching			
Hospital (VTH)			
(where VTH Forgoes			
Receiving Payment			
for Services and the			
Other Party Releases			
the VTH).			
Settlement Involving	Requires the	Requires the	N.C.S.U. REG
Litigation	University to Pay	University to Pay	01.20.2 § 4.7.1
	<u>\$50,000.00 -</u>	Less than \$50,000.00	
	<u>\$75,000.00</u>		
		Executive Vice	
	Chancellor	Chancellor, Finance	
		and Administration	
	Requires the		
	University to Pay		
	\$75,000.00 or		
	Greater		
	UNC Board of		
	Governors		

	<del>,</del>		<u></u>
Settlement Agreements Involving FACULTY where Litigation is Involved	Requires the University to Pay \$50,000.00 to \$75,000.00  Chancellor  Requires the University to Pay \$75,000.00 or Greater	Requires the University to Pay Less than \$50,000  Provost and Executive Vice Chancellor	N.C.S.U. REG 01.20.2 § 4.7.5.2
	UNC Board of		
Settlement Agreements Involving NON-FACULTY EMPLOYEES EXEMPT FROM THE PERSONNEL ACT("EPA") where Litigation is Involved	Requires the University to Pay \$50,000.00 to \$75,000.00  Chancellor  Requires the University to Pay \$75,000.00 or Greater  UNC Board of Governors	Requires the University to Pay Less than \$50,000  Executive Officer Having Responsibility for the Employee's Unit	N.C.S.U. REG 01.20.2 § 4.7.5.3
Settlement Agreements Involving EMPLOYEES SUBJECT TO THE PERSONNEL ACT ("SPA") where Litigation is Involved	Requires the University to Pay \$50,000.00 to \$75,000.00  Chancellor  Requires the University to Pay \$75,000.00 or Greater  UNC Board of Governors	Requires the University to Pay Less than \$50,000  Executive Vice Chancellor, Finance and Administration	N.C.S.U. REG 01.20.2 § 4.7.5.1
Settlement where No	Executive Vice		N.C.S.U. REG
Litigation is Involved	Chancellor, Finance		01.20.2 § 4.7.2

and Administration

Cattlement	Drovent and Eventier	N.C.C.II DEC
Settlement	Provost and Executive	N.C.S.U. REG
Agreements Involving	Vice Chancellor	01.20.2 § 4.7.2.3
FACULTY where No		
Money and No		
Litigation is Involved		
Settlement	Executive Officer	N.C.S.U. REG
Agreements Involving	Having Responsibility	01.20.2 § 4.7.2.3
NON-FACULTY	for the Employee's	
<b>EMPLOYEES</b>	Unit	
EXEMPT FROM		
THE PERSONNEL		
ACT("EPA") where		
No Money and No		
Litigation is Involved		
Settlement	Executive Vice	N.C.S.U. REG
Agreements Involving	Chancellor, Finance	01.20.2 § 4.7.2.3
EMPLOYEES	and Administration	-
SUBJECT TO THE		
PERSONNEL ACT		
("SPA") where No		
Money and No		
Litigation is Involved		
Standard Release	Assistant Vice	N.C.S.U. REG
Forms	Chancellor for	01.20.2 § 4.7.4
	Facility Operations	Ŭ
(Approved by the		
Office of General	Associate Vice	
Counsel, where the	Chancellor for	
University is Paid	Student Affairs for	
Actual Damages for	Releases Involving	
Damage to Real or	Students	
Personal Property)	Stadolito	
1 croonar 1 roperty)		

#### **Special Business Agreements**

Benefit Vendor	Executive Vice	Associate Vice	N.C.S.U. REG
Contracts for	Chancellor, Finance	Chancellor for Human	01.20.2 § 4.8.3.10
Voluntary Insurance	and Administration	Resources	
Benefit Plans and			
403b Program			
Contracts			
Design Service,	Executive Vice	Associate Vice	N.C.S.U. REG
Construction	Chancellor, Finance	Chancellor for	01.20.2 § 4.8.3.9
Management, and	and Administration	Facilities	

Construction			
Contracts Addendums			
Insurance	Executive Vice	Director of Insurance	N.C.S.U. REG
Applications and	Chancellor, Finance	and Risk Management	01.20.2 § 4.8.3.12
Proof of Loss Forms	and Administration		
Outside Counsel	Executive Vice	Vice Chancellor and	N.C.S.U. REG
Agreements for	Chancellor, Finance	General Counsel	01.20.2 § 4.8.3.13
Retaining Attorneys	and Administration		
and Law Firms			

#### **Standard Form Agreements\***

\*These are fixed on Standard Form Agreements. Delegation and sub-delegation of authority to sign a Standard Form Agreement does not include authority to make changes to the Standard Form Agreement. A Standard Form Agreement is one that has been approved as to legal form and sufficiency by the Office of General Counsel. The Office of General Counsel must review any changes to the Standard Form Agreement before the agreement may be signed. Prior to execution, the Office of General Counsel must review and approve any agreements in this category where a third party supplies the agreement.

\*\*Changes to McKimmon Center Use Agreement must be approved by the Vice Chancellors for Extension, Engagement and Economic Development and Finance and Business.

4-H Camp Use	Executive Vice	Extension State 4-H	N.C.S.U. REG
Agreements	Chancellor, Finance	Leader	01.20.2 § 4.8.2.5
	and Administration		
		4-H Camp Directors	
Centennial Campus	Executive Vice	Associate Vice	N.C.S.U. REG
Facility Use	Chancellor, Finance	Chancellor for	01.20.2 § 4.8.2.6
Agreements for	and Administration	Centennial Campus	
University Uses and		Development	
Non-University Uses			
Consent Agreements	Executive Vice	Dean of the College	N.C.S.U. REG
for the Treatment of	Chancellor, Finance	of Veterinary	01.20.2 § 4.8.3.3
Patients at the	and Administration	Medicine	
Veterinary Teaching			
Hospital		The Treating	
		Veterinarian	
Embryo Transfer	Executive Vice	Dean of the College	N.C.S.U. REG
Agreements	Chancellor, Finance	of Veterinary	01.20.2 § 4.8.3.2
	and Administration	Medicine	

Extension Service Agreements that are: - For Extension Service (Teaching and Professional Services Provided to the Public) - Not Research	Vice Chancellor for Extension, Engagement and Economic Development.		N.C.S.U. REG 01.20.2 § 4.5.1
Related Extension Service Agreements where value Does Not Exceed \$25,000.00	Vice Chancellor for Extension, Engagement and Economic Development	Deans and Associate Deans for Extension and Directors of Non- College Units Providing the Services	N.C.S.U. REG 01.20.2 § 4.5.2
Extension Service Agreements where value Does Not Exceed \$50,000.00	Vice Chancellor for Extension, Engagement and Economic Development	Deans of the Colleges and Associate Vice Chancellor for the Unit Providing the Services	N.C.S.U. REG 01.20.2 § 4.5.2
Extension Service Agreements where value Exceeds \$50,000.00	Vice Chancellor for Extension, Engagement and Economic Development		N.C.S.U. REG 01.20.2 § 4.5.3
Facility Use Agreements for Carmichael Complex McKimmon Center Use Agreements**	Executive Vice Chancellor, Finance and Administration Executive Vice Chancellor, Finance and Administration	Director of Facilities and Operations for the Carmichael Complex Assistant Vice Chancellor for Extension, Engagement and Economic Development, McKimmon Center	N.C.S.U. REG 01.20.2 § 4.8.2.2 N.C.S.U. REG 01.20.2 § 4.8.2.4
Outdoor Education Classes Agreements	Executive Vice Chancellor, Finance and Administration	For Extension and Continuing Education Head of the Department of Health and Exercise Studies	N.C.S.U. REG 01.20.2 § 4.8.3.7

Performing Artists	Executive Vice Chancellor,	Vice Chancellor for	N.C.S.U. REG
Contracts	Finance and Administration	Student Affairs	01.20.2 § 4.8.3.8
Real Estate Crop	Executive Vice Chancellor,	Director of Real	N.C.S.U. REG
Agreements	Finance and Administration	Estate	01.20.2 § 4.8.3.11
Standard Summer	Executive Vice	Director of University	N.C.S.U. REG
Conference Housing	Chancellor, Finance	Housing	01.20.2 § 4.8.2.3
Contracts	and Administration		

## **Technology Transfer**

Operation of the	Vice Chancellor for	Director of	N.C.S.U. REG
University's	Research and	Technology Transfer	01.20.2 § 4.3.1 and
Technology Transfer	Graduate Studies		4.3.2
Program (Licenses,			
Options,			
Confidentiality			
Agreements, Material			
Transfer, etc.)			