

**Texas A&M University – Corpus Christi**  
**President’s Delegation of Authority for Contract Administration**  
**Fiscal Year 2022**

**General Delegations:**

The Chancellor is delegated the authority to sign and approve contracts of less than \$750,000 not specifically reserved by the Board of Regents in System Policy 25.07, *Contract Administration*. In accordance with System Policy 25.07, §6, the Chancellor may delegate authority to deputy chancellors, vice chancellors, CEOs or others to sign and approve these contracts.

In accordance with System Policy 25.07, the Delegation of Authority for Contract Administration for all contracts less than \$750,000 is shown on the following pages. In case of unavailability of the person who has the delegated authority, the Vice President for Finance and Administration or the Associate Vice President for Finance /Controller is delegated the authority to execute the contract. Other exceptions to this Delegation are stated in System Policy 25.07,§3.

Certain contracts that involve or exceed an annual consideration of \$500,000 or more or are longer than 5 years must be approved by the Board of Regents in accordance with System Policy 25.07, §2.

**Legend:**

Asst.	Assistant	PI	Principal Investigator Research
AVC	Associate Vice Chancellor	SOBA	System Office of Budgets & Accounting
AVCC	Associate Vice Chancellor for Commercialization & Outreach	SP	System Policy
BOR	Board of Regents	SR	System Regulation
CAO	Chief Academic Officer	SREO	System Real Estate Office (function of OGC)
CEO	Chief Executive Officer	SRS	Texas A&M Sponsored Research Services – Director, Assoc. Executive Director,& Executive Director
CFO	System Chief Financial Officer	SYCO	System Marketing & Communications
CIO	Chief Information Officer	System	The Texas A&M University System
ED-FPC	Executive Director, Facilities, Planning & Construction	TTC	AVC, Texas A&M System Technology Commercialization
	Reserved.	VCR	Vice Chancellor for Research

FPC	Facilities, Planning & Construction	VCBA	Vice Chancellor for Business Affairs
HUB	Historically Underutilized Businesses	VCFSR	Vice Chancellor for Federal and Station Relations of the System
OGC	Office of General Counsel	VPFA	Vice President for Finance & Administration
OSRA	Office of Sponsored Research Administration	VPIA	Vice President for Institutional Advancement
PD	Director, Procurement	VPR	Vice President for Research and Innovation

**Notes:**

1. REQUIRED GENERAL COUNSEL REVIEW (System Policy 25.07, §4): Unless otherwise stated in System Policies or System Regulations, all contracts that have a stated or implied consideration of \$100,000 or more must be submitted to OGC for review and approval as to form and legal sufficiency when required by OGC guidelines that have been approved by the Chancellor.
2. Proposed contracts and agreements meeting one or more of the following requirements do not need to be reviewed and approved by OGC, provided that such contracts and agreements are reviewed by the member in accordance with System Policy 25.07, System Regulation 25.07.01 and the System Contract Review Checklist:
  - a. contracts and agreements entered into pursuant to an unaltered contract form or template approved by OGC within the preceding three years;
  - b. interagency and intra-system agreements entered into pursuant to System Regulation 25.07.06; and
  - c. sponsored research contracts, cooperative agreements, and grants entered into with an agency of the United States government that contain standard clauses common to such contracts, cooperative agreements and grants.
3. All contracts for goods or services must be in compliance with System Regulation 25.07.03, *Acquisition of Goods and/or Services*. All purchases shall comply with State statutes relating to contracting with historically underutilized businesses and procurement of goods and services from persons with disabilities.
4. It is the responsibility of the person noted in the “Typical Routing for Departmental Review” section to signify in writing (via email or memorandum) that they have reviewed the contract before sending it to the next person on the list. It is the responsibility of the person noted in the “Authorization to Execute Contracts” sections to so note the complete routing and review certifications before signing the contract.
5. Questions regarding contract administration should be directed to Contracts Administration: [contracts@tamucc.edu](mailto:contracts@tamucc.edu)

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS (Less than \$100,000)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 +to \$749,999)
<b>1. ADVERTISING AGREEMENTS</b>			
1.1 Advertising Agreements	<ul style="list-style-type: none"> <li>• Dean/Dept. Head</li> <li>• Director, Marketing</li> <li>• VP for Marketing &amp; Communications Advancement</li> </ul>	<ul style="list-style-type: none"> <li>• Contract Manager &lt;\$100,000</li> <li>• Contract Coordinator &lt;\$25,000</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> <li>• President</li> </ul>
<b>2. AFFILIATION AGREEMENTS/AFFILIATION SERVICE AGREEMENTS</b>			
2.1 Agreement with Foreign Governmental Bodies	<ul style="list-style-type: none"> <li>• Dean/Dept. Head</li> <li>• Appropriate Vice President or Provost</li> </ul>	<ul style="list-style-type: none"> <li>• Provost</li> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> <li>• President</li> </ul>
2.2 Private Companies & Foundations	<ul style="list-style-type: none"> <li>• Dean/Dept. Head or Designee</li> </ul>	<ul style="list-style-type: none"> <li>• VPIA</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>
<b>3. ARTICULATION AGREEMENTS</b>			
3.1 Agreements with other institutions of higher education regarding transfer of courses	<ul style="list-style-type: none"> <li>• Dean/Dept. Head</li> <li>• Appropriate Vice President or Provost</li> </ul>	<ul style="list-style-type: none"> <li>• Provost</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>
<b>4. ATHLETIC AGREEMENTS</b>			
4.1 Athletic Events <i>Scheduled NCAA sanctioned sporting events.</i>	<ul style="list-style-type: none"> <li>• Athletics Director</li> </ul>	<ul style="list-style-type: none"> <li>• Athletics Director &lt;\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> <li>• President</li> </ul>

4.1.1	Athletic Game Guarantees	<ul style="list-style-type: none"><li>• Athletics Director</li></ul>	<ul style="list-style-type: none"><li>• Athletics Director &lt;\$100,000</li></ul>	<ul style="list-style-type: none"><li>• VPFA</li><li>• President</li></ul>
4.2	Athletic Event Sponsorship	<ul style="list-style-type: none"><li>• Athletics Director</li></ul>	<ul style="list-style-type: none"><li>• Athletics Director &lt;\$100,000</li><li>• Contract Manager &lt;\$100,000</li></ul>	<ul style="list-style-type: none"><li>• VPFA</li><li>• President</li></ul>
4.3	Transportation Purchase Order Contracts	<ul style="list-style-type: none"><li>• Athletics Director</li></ul>	<ul style="list-style-type: none"><li>• Contract Manager &lt;\$100,000</li><li>• Contract Coordinator &lt;\$25,000</li></ul>	<ul style="list-style-type: none"><li>• VPFA</li><li>• President</li></ul>
4.4	Hotel Agreement	See §31.5	See §31.5	See §31.5
4.5	Athletic Facility Rental Agreements <i>Limited use of System property by outside entities.</i>	See §23.4	See §23.4	See §23.4
4.6	Recreational Sports Event Sponsorship	n/a	n/a	n/a
5. COLLECTION AGENCY AGREEMENTS				
5.1.	Collection of Accounts (See 5.1.1 below). All collection agency contracts, extensions and renewals are subject to and conditioned upon express written approval of the State Attorney General. [LANGUAGE FROM CONTRACT TEMPLATE]			
5.1.1	Collection Agency Agreements General Counsel acts as liaison to the Attorney General and shall retain executed copies (not originals) and approval all collection agency contracts for the System and its members.	<ul style="list-style-type: none"><li>• Dean/Dept. Head</li><li>• CFO</li><li>• OGC</li></ul>	CEO, CFO or PD executes and OGC and the State Attorney General approve <b>prior to Vendor execution.</b>	
6. CONSTRUCTION CONTRACTS (SP 51.02, 51.04, SR 51.04.01) * Monetary Categories Above Do Not Apply to this Section.				
6.1	Minor Projects (Less than \$4,000,000)	See §28	See §28	See §28
6.2	Major Projects (\$4,000,000 or more, but less than \$10,000,000)	See §28	See §28	See §28

6.3	Architect/Engineer <i>Employment of Architect/Engineer for Consultant/Engineering Professional Services.</i>	See §28	See §28	See §28
<b>7. CONSULTING AGREEMENTS</b>				
7.1	Statutory Consulting Agreements / <i>Acquisition of consulting services as defined by Texas Government Code § 2254.021.</i>	See §24	See §24	See §24
7.2	Statutory Consulting Agreements <i>providing consulting services to 3<sup>rd</sup> parties</i>	See §24	See §24	See §24
<b>8. DONOR AGREEMENTS (SP 21.05, SR 21.05.01)</b>				
8.1	Personal Property with Restrictions <i>(including indemnification) on Acceptance (including cash or cash equivalents) See SP 21.05.</i>	• Dean/Dept. Head	• VP/IA	• VP/IA
8.2	Real Property <i>(including all bequests)</i> <i>All decisions involving accepting donations of real property should be coordinated through the SREO pursuant to SP 41.01.</i>	See §23	See §23	See §23
<b>9. EMPLOYMENT APPOINTMENTS (See §29 for all of §9 below)</b>				
9.1	Faculty Offer Letters <i>(Conditional letters of appointment to faculty)</i>			
9.1.1	Approval of Appointment Offers – Tenure with Appointment <i>(Rank of Professor, Associate Professor)</i>	See §29	See §29	See §29
9.1.2	Approval of Appointment Offers – Tenure-Track Faculty Appointments <i>(Rank of Associate Professor, Assistant Professor, Instructor)</i>	“	“	“

9.1.3 Approval of Appointment Offers – Non-Tenure Track Appointments ( <i>e.g. Visiting Faculty Titles &amp; Lecturer Titles</i> )	“	“	“
9.1.4 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Dean, Interim Dean, Acting Dean</i>	“	“	“
9.1.5 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Academic Dean/Dept. Head, Interim Head, Acting Head</i>	“	“	“
9.1.6 Approval of Appointment Offers – Appointment and accompanying salary changes for faculty members appointed as <i>Director of an Academic Administrative Services Center or Institute</i>	“	“	“
9.1.7 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Associate or Assistant Dean</i>	“	“	“
9.1.8 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Associate or Assistant Dean/Dept. Head, Departmental Division Head</i>	“	“	“
9.1.9 Approval of Appointment Offers – Faculty Appointments in excess of Budgeted 100% Assignment	“	“	“
9.1.10 Continuing and Extension Education	“	“	“

9.1.11 Other Instructional Agreements – Temporary Hires ( <i>part-time faculty, adjunct faculty</i> )	“	“	“
9.1.12 Off-Campus Instruction	“	“	“
9.1.13 Graduate Assistants ( <i>initial employment agreement for graduate student assistants</i> )	“	“	“
<b>9.2 Non-Faculty Employment Appointments</b>			
9.2.1 Approval of Appointment Offers – <i>Non-Classified Administrative Staff</i>	“	“	“
9.2.2 Approval of Appointment Offers – <i>Classified Support Staff</i>	“	“	“
9.2.3 Approval of Appointment Offers – <i>Staff in Excess of Budgeted 100% Assignment</i>	“	“	“
<b>10. EMPLOYEE BENEFITS CONTRACTS – Risk Management</b>			
10.1 Group Insurance Contracts/Policies and Administrative Agreements	System	System	System
<b>11. EQUIPMENT LEASE AGREEMENTS</b>			
<i>[TAMU-CC] as Lessor</i>			
11.1 Equipment Lease with Purchase Option <i>Non-employee (former faculty, research sponsor, etc.) rental for a specific period with fixed purchase option of [TAMU-CC]-owned equipment.</i>	• Dean/Dept. Head	• Contract Manager <\$100,000	• VPFA • President
11.2 Equipment Lease for TAMU-CC/ Related Activities <i>Non-employee (student, conference, etc.) rental for a specified period of [TAMU- CC]-owned vehicle or other equipment.</i>	• Dean/Dept. Head	• Contract Manager <\$100,000	• VPFA • President
11.2.1 Rental Vehicles ( <i>Non- [TAMU-CC] Lessee</i> )	• Dean/Dept. Head	• Contract Manager <\$100,000	• VPFA • President

11.2.2 Equipment	• Dean/Dept. Head	• Contract Manager <\$100,000	• VPFA
<b>[TAMU-CC] as Lessee</b>			
11.3 Equipment Lease with Purchase Option <i>Rental of equipment for [TAMU-CC] use with fixed option to purchase within a specified period (five years or less).</i>	• Dean/Dept. Head	• Contract Manager <\$100,000	• VPFA
11.4 Equipment Lease (Rental) <i>Rental of equipment for [TAMU-CC] use for a specified period (five years or less).</i>	• Dean/Dept. Head	• Contract Manager <\$100,000	• VPFA
<b>12. FEDERAL &amp; STATE REGULATORY AGREEMENTS</b>			
12.1 Permits, Licenses, Declarations, Applications Filed with Regulatory Agencies	• Dean/Dept. Head/Director • Provost • VPFA	• President	• President
<b>13. FINANCIAL CONTRACTS – Treasury Services</b>			
13.1 System Depositories (SP 22.02)	System	System	System
13.2 Investment Management (SP 22.02)	System	System	System
13.2.1. Investment Consultants and Advisors (subject to provisions of §6 Consultant Agreements)	System	System	System
13.2.2 Investment Management (SP 22.02)	System	System	System
13.3 Debt Management (SP 23.02, RFS, HEF and PUF)	System	System	System
13.3.1 Financial Advisors (subject to provisions of §6 Consultant Agreements)	System	System	System
13.3.2 Bond Counsel (See §18.2 Legal)	System	System	System



13.4	Other Banking Functions (Custodial agreements, securities lending agreements)	System	System	System
<b>14. GRANT PARTICIPATION AGREEMENTS (FEDERAL/STATE/LOCAL/PRIVATE)</b>				
14.1	Grants (sponsored projects) (See §26)	<ul style="list-style-type: none"> <li>Research and Innovation Office of Sponsored Research Administration (can be re-delegated by VPR to SRS)</li> </ul>	<ul style="list-style-type: none"> <li>VPR</li> <li>Director OSRA</li> </ul>	<ul style="list-style-type: none"> <li>VPR or designee (unlimited signature authority per System Policy 25.07.§3a)</li> </ul>
14.2	Student Financial Aid	<ul style="list-style-type: none"> <li>Director Financial Aid</li> <li>VP Enrollment Management</li> </ul>	<ul style="list-style-type: none"> <li>VPFA</li> <li>President</li> </ul>	<ul style="list-style-type: none"> <li>VPFA</li> <li>President</li> </ul>
14.3	Funding Agreements ( <i>Academic</i> )	n/a	n/a	n/a
14.4	Funding Agreements ( <i>Non-Academic</i> )	n/a	n/a	n/a
14.5	Philanthropic Grants	<ul style="list-style-type: none"> <li>Institutional Advancement</li> </ul>	<ul style="list-style-type: none"> <li>VPIA</li> <li>President</li> </ul>	<ul style="list-style-type: none"> <li>President</li> <li>VPIA</li> </ul>
<b>15. INSURANCE-PARTIAL RISK TRANSFER CONTRACTS - Risk Management and Safety</b>				
15.1	Fleet Automobile and Motor Driven Liability Contract (Motorized autos and machinery driven by System employees.) Contract reviewed by the State Board of Insurance, Attorney General’s Office and the Texas Building and Procurement Commission.	System	System	System

15.2	Directors and Officers Liability Contract (Covers BOR, System Administrators, Faculty and Staff)	System	System	System
15.3	Healthcare Purchasers Professional Liability Contract (Professional / Fiduciary coverage for System Self-Insured Group Benefit Programs)t	System	System	System
15.4	Various Insurance – Partial Risk Transfer Contracts (Funding from Member / User) <b>NOTE: The Office of Risk Management and Safety is responsible for all System-based Partial Risk Transfer Contracts. Risk Management must be contacted before any insurance is purchased.</b>	System	System	System
15.5	Workers’ Compensation Insurance Claims processing or settlement	System	System	System
15.6	Administrative Contracts	System	System	System
<b>16.</b>	<b>INTELLECTUAL PROPERTY (SP 17.01) Texas A&amp;M Technology Commercialization (TTC) – outbound licensing, sale, or transfer of Intellectual Property</b>			
16.1	Technology Transfer			
16.1.1	Patent License Agreement ( <i>Technology Transfer</i> )	VPR	VPR (redelegated to TTC)	VPR (redelegated to TTC)
16.1.2	Non-Patent License Agreement ( <i>Technology Transfer</i> )	VPR	VPR (redelegated to TTC)	VPR (redelegated to TTC)
16.1.3	Trademark License	VPR	VPR (redelegated to TTC)	VPR (redelegated to TTC)
16.1.4	Invention/Software Copyright Disclosure	VPR	VPR (redelegated to TTC)	VPR (redelegated to TTC)
16.1.5	Software License	See §22.3	See §22.3	See §22.3
16.1.6	Material Transfer ( <i>Commercial</i> )	VPR	VPR (redelegated to TTC)	VPR (redelegated to TTC)

16.1.7	Material Transfer ( <i>Non-Commercial</i> )	<ul style="list-style-type: none"> <li>• VPR</li> </ul>	<ul style="list-style-type: none"> <li>• VPR (redelegated to TTC)</li> </ul>	<ul style="list-style-type: none"> <li>• VPR (redelegated to TTC)</li> </ul>
16.2	Intellectual Property Application and Prosecution	<ul style="list-style-type: none"> <li>• VPR</li> </ul>	<ul style="list-style-type: none"> <li>• VPR (redelegated to TTC)</li> </ul>	<ul style="list-style-type: none"> <li>• VPR (redelegated to TTC)</li> </ul>
16.3	Collegiate Licensing	<ul style="list-style-type: none"> <li>• VP Marketing &amp; Communications</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> <li>• President</li> </ul>
16.4	Business Services Agreements (with outside entities)	<ul style="list-style-type: none"> <li>• n/a</li> </ul>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>
16.5	Affiliation Agreements with Foreign Governmental Bodies and Private Companies and Foundations	<ul style="list-style-type: none"> <li>• Dean/Dept. Head or Designee</li> </ul>	<ul style="list-style-type: none"> <li>• VPIA</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>
16.6	Federal/State Program Participation Agreements	n/a	n/a	n/a
16.7	Federal/State Regulatory Agreements (permits, licenses, declarations, applications filed with regulatory agencies)	<ul style="list-style-type: none"> <li>• Dean/Dept. Head</li> <li>• Provost</li> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>
16.8	Memorandum of Agreement Non-academic (letter style) agreements which document programmatic commitments between TTC and Non-System entities	<ul style="list-style-type: none"> <li>• Dean/Dept. Head</li> <li>• Appropriate VP</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>

<b>17. INTER-AGENCY and INTER-LOCAL AGREEMENTS</b>				
17.1	Inter-Agency Agreements <i>Commitment for the use/acquisition (provision) of resources from (to) another STATE AGENCY governed by Texas Government Code Chapter 771</i>	<ul style="list-style-type: none"> <li>• Dean/Dept. Head</li> </ul>	<ul style="list-style-type: none"> <li>• Contract Manager &lt;\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>

17.2	Inter-Local Agreements <i>Commitment for the use/acquisition (provision) of resources from (to) a LOCAL GOVERNMENT governed by Texas Government Code Chapter 791</i>	<ul style="list-style-type: none"> <li>Dean/Dept. Head</li> </ul>	<ul style="list-style-type: none"> <li>Contract Manager &lt;\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>VPFA</li> </ul>
<b>18. INTRA-SYSTEM AGREEMENT</b>				
18.1	Intra-System Agreement <i>Commitment for the use/acquisition (provision) of resources from (to) other SYSTEM members.</i>	<ul style="list-style-type: none"> <li>Contract Originator</li> <li>Dean/Dept. Head</li> <li>Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>Contract Manager &lt;\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>VPFA</li> </ul>
<b>19. LEGAL (SP 09.04, SR 09.04.01)</b>				
19.1	Litigation ( <i>See 19.1.1 below</i> ) <i>All settlements shall have concurrence of the [TAMU-CC] CEO and General Counsel and where required, the approval of the State Attorney General.</i>			
19.1.1	Approval to Settle: <b>\$100,000 or less General Counsel</b> <b>\$100,000 to \$300,000</b>	<ul style="list-style-type: none"> <li>General Counsel</li> <li>Chancellor</li> </ul>	<ul style="list-style-type: none"> <li>General Counsel</li> </ul>	<ul style="list-style-type: none"> <li>Chancellor</li> <li>BOR</li> </ul>
19.2	Outside Legal Counsel <i>General Counsel acts as liaison to the Attorney General and shall retain, manage and approve all outside counsel for the System and its members.</i>	<ul style="list-style-type: none"> <li>Dean/Dept. Head</li> <li>Chancellor</li> <li>General Counsel</li> </ul>	<ul style="list-style-type: none"> <li>President</li> <li>Chancellor</li> </ul>	<ul style="list-style-type: none"> <li>Chancellor &lt;\$300,000</li> <li>BOR &gt;\$300,000</li> </ul>

<b>20. MEMORANDA OF AGREEMENT/UNDERSTANDING - ACADEMIC</b>				
20.1	General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents programmatic commitments between [TAMU-CC] and non-TAMUS entities; contracts to perform educational and service activities consistent with the [TAMU-CC] mission.</i>	<ul style="list-style-type: none"> <li>Dean/Dept. Head</li> </ul>	<ul style="list-style-type: none"> <li>Provost</li> </ul>	<ul style="list-style-type: none"> <li>Provost</li> </ul>
20.2	Cooperative Agreements <i>Student co-op affiliation agreements with sponsoring entities.</i>	<ul style="list-style-type: none"> <li>Dean/Dept. Head</li> </ul>	<ul style="list-style-type: none"> <li>Provost</li> </ul>	<ul style="list-style-type: none"> <li>Provost</li> </ul>
20.3	International Affairs <i>Documents mutual obligations for international joint programs.</i>	<ul style="list-style-type: none"> <li>Assoc. VP, Academic Affairs</li> </ul>	<ul style="list-style-type: none"> <li>Provost</li> </ul>	<ul style="list-style-type: none"> <li>President</li> </ul>
20.4	International Study Abroad Program	<ul style="list-style-type: none"> <li>Assoc. VP, Academic Affairs</li> </ul>	<ul style="list-style-type: none"> <li>Provost</li> </ul>	<ul style="list-style-type: none"> <li>President</li> </ul>
20.5	Training Affiliation ( <i>internships</i> ) <i>Documents mutual obligations to establish training [internship opportunities] for [TAMU-CC] students.</i>	<ul style="list-style-type: none"> <li>Dean/Dept. Head</li> </ul>	<ul style="list-style-type: none"> <li>Provost</li> </ul>	<ul style="list-style-type: none"> <li>Provost</li> </ul>
20.6	Work Study Program Agreements	<ul style="list-style-type: none"> <li>Dean/Dept. Head</li> <li>Appropriate VP</li> </ul>	<ul style="list-style-type: none"> <li>Contract Manager</li> <li>Contract Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>VPFA</li> </ul>
<b>21. MEMORANDA OF AGREEMENT/UNDERSTANDING – NON-ACADEMIC</b>				
21.1	General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents commitments between [TAMU-CC] and non-TAMUS entities that are non-academic in nature.</i>	<ul style="list-style-type: none"> <li>Dean/Dept. Head</li> <li>Appropriate VP</li> </ul>	<ul style="list-style-type: none"> <li>Contract Manager &lt;\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>VPFA</li> </ul>

22. PURCHASE AGREEMENTS ([TAMU-CC] acquiring goods and non-professional services)				
22.1	[TAMU-CC] Purchase Orders <i>Purchase of goods from outside vendor using standard form promulgated by [TAMU-CC] which are processed through the appropriate bid process in accordance with TAMUS policies and State requirements.</i>	<ul style="list-style-type: none"><li>Dean/Dept. Head</li></ul>	<ul style="list-style-type: none"><li>Buyer &lt;\$50,000</li><li>Senior Buyer up to \$100,000</li></ul>	<ul style="list-style-type: none"><li>Director, Procurement &amp; Disbursements</li></ul>
22.2	Vendor Purchase Orders <i>Purchase of goods or services from outside vendor using vendor supplied document or negotiated agreement.</i> <b>(requiring signature with terms &amp; conditions)</b>	<ul style="list-style-type: none"><li>Dean/Dept. Head</li></ul>	<ul style="list-style-type: none"><li>Contract Manager &lt;\$100,000</li><li>Contract Coordinator &lt;\$25,000</li></ul>	<ul style="list-style-type: none"><li>VPFA</li><li>President</li></ul>
22.3	Software License Agreements <i>Contract for site use of computer software using vendor supplied document or agreement.</i>	<ul style="list-style-type: none"><li>Dean/Dept. Head</li><li>Dean /Director</li></ul>	<ul style="list-style-type: none"><li>Contract Manager &lt;\$100,000</li><li>Contract Coordinator &lt;\$25,000</li></ul>	<ul style="list-style-type: none"><li>VPFA</li><li>President</li></ul>
	22.3.1 Department <i>Contract limiting application to specific Department.</i>	<ul style="list-style-type: none"><li>Dean/Dept. Head</li><li>Dean /Director</li></ul>	<ul style="list-style-type: none"><li>Contract Manager &lt;\$100,000</li><li>Contract Coordinator &lt;\$25,000</li></ul>	<ul style="list-style-type: none"><li>VPFA</li><li>President</li></ul>
	22.3.2 University <i>Contract providing University- wide computing application.</i>	<ul style="list-style-type: none"><li>Dean/Dept. Head</li><li>Assoc. VP, Information Technology or Designee</li></ul>	<ul style="list-style-type: none"><li>Contract Manager &lt;\$100,000</li><li>Contract Coordinator &lt;\$25,000</li></ul>	<ul style="list-style-type: none"><li>VPFA</li><li>President</li></ul>
22.4	Memberships <i>Purchase of Organizational Affiliations for individuals, groups, or the institution requires pre-approval via written authorization of President</i>	<ul style="list-style-type: none"><li>Dean/Dept. Head</li><li>Appropriate VP</li><li>President</li></ul>	<ul style="list-style-type: none"><li>President</li></ul>	<ul style="list-style-type: none"><li>President</li></ul>

22.4.1 Professional/Service Associations <i>Purchase by [TAMU-CC] on behalf of an individual, group or the institution of a membership in a professional or service organization requires pre-approval via written authorization of President</i>	<ul style="list-style-type: none"> <li>• Dean/Dept. Head</li> <li>• Appropriate VP</li> <li>• President</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>
22.4.2 Social/Individual <i>Purchase by [TAMU-CC] on behalf of an individual of a membership in a social organization requires written authorization of President</i>	<ul style="list-style-type: none"> <li>• Dean/Dept. Head</li> <li>• President</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>
22.5 Library Acquisitions <i>Books, subscriptions, reference materials, memberships purchased for the express purpose of obtaining publications. Database services and lease agreements for electronic library materials.</i>	<ul style="list-style-type: none"> <li>• Dean/Dept. Head</li> </ul>	<ul style="list-style-type: none"> <li>• Contract Manager &lt;\$100,000</li> <li>• Contract Coordinator &lt;\$25,000</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> <li>• President</li> </ul>
22.6 Library Subcontracts [TAMU-CC] library subcontracts to provide off-campus library services.	n/a	n/a	n/a
22.7 Commercial Licenses (Chick Fil-A, etc.)	<ul style="list-style-type: none"> <li>• Dean/Dept. Head</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> <li>• President</li> </ul>
22.8 Maintenance Agreements acquired with equipment purchase or as stand-alone purchase	(Requisition routing) <ul style="list-style-type: none"> <li>• Dean/Dept. Head</li> <li>• Dean/Director &lt;\$10,000</li> <li>• Vice President &lt;\$50,000</li> <li>• VPFA &gt;\$50,000</li> </ul>	<ul style="list-style-type: none"> <li>• Contract Manager &lt;\$100,000</li> <li>• Contract Coordinator &lt;\$25,000</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> <li>• President</li> </ul>
22.9 Partial Sale, Partial Gift Purchases (See SP 21.05, §3)	n/a	n/a	

22.10 Financing Service Agreements related to the acquisition of good or services.	n/a	n/a
<b>23. REAL PROPERTY TRANSACTIONS (SP 41.01, SR 41.01.01)<sup>1</sup> * Monetary Categories Above Do Not Apply to this Section</b>		
23.1 Purchase of Real Property Per SP 41.01, §2 and SR 41.01.01, §3: <ul style="list-style-type: none"> <li>○ SREO oversees all acquisitions of real property.</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• BOR approval required if consideration is over \$1,000,000.00</li> <li>• Chancellor or CFO approves and executes purchases of \$1,000,000.00 or less</li> </ul>
23.2 Condemnation of Real Property Per SP 41.01, §2 and SR 41.01.01, §3 <ul style="list-style-type: none"> <li>○ SREO oversees all acquisitions of real property</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> <li>• SREO</li> <li>• OGC</li> <li>• Chancellor or CFO</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor, CFO or General Counsel executes all documents (after BOR approval)</li> </ul>
23.3 Gifts/Bequests of Real Property <i>Per SR 41.01.01, §3:</i> <ul style="list-style-type: none"> <li>○ <i>SREO oversees all acquisitions of real property.</i></li> <li>○ <i>SOBA and OGC must approve prior to CEO accepting gift.</i></li> </ul>	<ul style="list-style-type: none"> <li>• President</li> <li>• SREO</li> <li>• OGC</li> <li>• SOBA</li> </ul>	<ul style="list-style-type: none"> <li>• President can accept after approval of OGC and SOBA</li> <li>• CFO can accept after approval of OGC and SOBA if property is gifted/bequeathed to System Offices</li> </ul>
23.4 Sale or Exchange of Real Property Per SP 41.01, §3 and SR 41.01.01, §4: <ul style="list-style-type: none"> <li>○ SREO oversees all activities required to dispose of or exchange real property.</li> <li>○ Member CEOs may recommend disposal or exchange of System real property.</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor or CFO executes after BOR approval, if necessary</li> </ul>



23.5 Lease of Real Property		
<p>23.5.1 TO 3<sup>rd</sup> Parties</p> <ul style="list-style-type: none"> <li>○ <i>Lease of SYSTEM-owned facilities and/or land for a period. SREO shall review leases as required by SR 41.01.01, §5.</i></li> <li>○ <i>Leases to 3<sup>rd</sup> Parties with a term &gt;5 years, including renewals, must be approved by the BOR as required by SP 41.01, §4.1</i></li> </ul>	<ul style="list-style-type: none"> <li>• President</li> <li>• SREO</li> <li>• OGC</li> <li>• Chancellor or CFO (if property assigned to System Offices)</li> </ul>	<ul style="list-style-type: none"> <li>• President if term of 5 years or less, Chancellor or CFO if property assigned to System Offices or if Lease approved by BOR</li> </ul>
<p>23.5.2 FROM 3<sup>rd</sup> Parties</p> <p><i>Lease of facilities (office, laboratory, classroom, storage, residence, etc.) and/or land from a 3<sup>rd</sup> party for [TAMU- CC] use for a specified period.</i></p> <p>See SP 41.01, §4 and SR 41.01.01, §6</p>	<ul style="list-style-type: none"> <li>• President</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• President, or Chancellor or CFO depending on term, amount and property assignment.</li> </ul> <p>SP 41.01 and SR 41.01.01 approvals:</p> <ul style="list-style-type: none"> <li>• 5 yrs or less/\$500,000 or less – President or VPFA</li> <li>• 10 yrs or less/over \$500,000 to \$1,000,000 Chancellor or CFO</li> <li>• More than 10 yrs or greater than \$1,000,000 BOR</li> </ul>

23.5.3 Student Retreat Facility Lease of facilities (campgrounds, recreational facility, residence, etc.) and/or land for [TAMU-CC] use for a specific student retreat.	<ul style="list-style-type: none"> <li>• Dean/Dept. Head</li> </ul>	<ul style="list-style-type: none"> <li>• Contract Manager &lt;\$100,000</li> <li>• Contract Coordinator &lt;\$25,000</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA \$100,000 and above</li> </ul>
23.6 Easements (SP 41.01, §6)			
23.6.1 System as Grantor (easement across System property) (10 year limit)	<ul style="list-style-type: none"> <li>• CEO</li> <li>• SERO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• VCBA</li> <li>• Managing Counsel, Property &amp; Construction</li> </ul>	
23.6.2 System as Grantee (easement across 3 <sup>rd</sup> party’s property) (Requires BOR approval if over \$300,000)	<ul style="list-style-type: none"> <li>• President</li> <li>• SERO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• VCBA</li> <li>• Managing Counsel, Property &amp; Construction</li> <li>• Chancellor or CFO (if BOR approval required)</li> </ul>	
23.6.3 Conditional Roadway Easements (indefinite term) (Requires BOR approval)	<ul style="list-style-type: none"> <li>• President</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor or CFO executes after BOR approval</li> </ul>	

23.7 Housing Agreements			
23.7.1	International Housing <i>University owned or leased housing provided for visiting international faculty.</i>	<ul style="list-style-type: none"><li>• Director of Housing</li><li>• VP, Student Engagement &amp; Success</li></ul>	<ul style="list-style-type: none"><li>• University Housing Management Contractor</li></ul>
23.7.2	Residence Hall <i>On-campus student housing.</i>	<ul style="list-style-type: none"><li>• Director of Housing</li><li>• VP, Student Engagement &amp; Success</li></ul>	<ul style="list-style-type: none"><li>• University Housing Management Contractor</li></ul>
23.7.3	Student Apartments <i>Off-campus University-housing provided for students.</i>	<ul style="list-style-type: none"><li>• Director of Housing</li><li>• VP, Student Engagement &amp; Success</li><li>• SREO</li><li>• OGC</li></ul>	<ul style="list-style-type: none"><li>• University Housing Management Contractor</li></ul>
23.7.4	Mailbox <i>Rental of residence hall mailboxes.</i>	<ul style="list-style-type: none"><li>• Director of Housing</li><li>• Director, University Services</li></ul>	<ul style="list-style-type: none"><li>• VPFA</li></ul>
23.8 Other Grants of Rights in Real Property			
23.8.1	Permits, Licenses and Facility Use Agreements covering System property (temporary or periodic use, i.e. arenas, stadiums, classrooms, etc.). See SP 41.01.01, §12.1	<ul style="list-style-type: none"><li>• Dean/Dept. Head</li></ul>	<ul style="list-style-type: none"><li>• Contract Manager &lt;\$100,000</li><li>• Contract Coordinator &lt;\$25,000</li></ul> <ul style="list-style-type: none"><li>• VPFA</li></ul>

23.8.2 Permits and Licenses of System Land, including Water Use and Antiquities Permits	<ul style="list-style-type: none"><li>• President</li><li>• SREO</li><li>• OGC</li></ul>	<ul style="list-style-type: none"><li>• President</li><li>• VCBA or Managing Counsel, Property &amp; Construction</li></ul>	
23.8.3 Permits, Licenses and Facility Use Agreements covering 3 <sup>rd</sup> Party Property (temporary or periodic use, i.e. arenas, stadiums, classrooms, campgrounds, etc.).	<ul style="list-style-type: none"><li>• Dean/Dept. Head</li></ul>	<ul style="list-style-type: none"><li>• Contract Manager &lt;\$100,000</li><li>• Contract Coordinator &lt;\$25,000</li></ul>	<ul style="list-style-type: none"><li>• VPFA \$100,000 and above</li></ul>
23.8.4 Oil, Gas and Mineral Rights Leasing, <u>See</u> , SP 41.01, §5	<ul style="list-style-type: none"><li>• SERO</li><li>• OGC</li></ul>	<ul style="list-style-type: none"><li>• Chancellor or CFO</li></ul>	
23.8.5 Other Oil, Gas and Mineral Rights documents (i.e. Division Orders; Pooling Agreements; Production Sharing Agreements; Ratification Agreements; Assignment Consents; Affidavits; and related documents)	<ul style="list-style-type: none"><li>• SERO</li><li>• OGC</li></ul>	<ul style="list-style-type: none"><li>• VCBA, Landman IV or Managing Counsel, Property &amp; Construction</li></ul>	

23.8.6 Other Real Property Documents (i.e. Surface Use Agreements, Subordination, Non-disturbance & Attornment Agreements, Assignments, Estoppels, Renewals, Consents, Ratifications	<ul style="list-style-type: none"> <li>• SERO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> <li>• VCBA, Landman IV or Managing Counsel, Property &amp; Construction</li> </ul>
23.8.7 Condominium Ownership, Operations and Activity Documents	<ul style="list-style-type: none"> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Chancellor or CFO</li> </ul>
23.8.8 Broker/Agency Representation and Listing Agreements; Non-binding Letters of Intent/Term Sheets	<ul style="list-style-type: none"> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> <li>• VPFA</li> </ul>
23.9 Service Contracts for Real Property Transactions (surveyors, appraisers, property inspectors, title company contracts, etc.)	<ul style="list-style-type: none"> <li>• President</li> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> <li>• VPFA</li> </ul>
23.10 RELLIS Campus Leases, Licenses, Permits and Facility Use Agreements	<ul style="list-style-type: none"> <li>• SREO</li> <li>• OGC</li> </ul>	<ul style="list-style-type: none"> <li>• Director of RELLIS Campus</li> </ul>

<b>24. SALES AGREEMENTS</b>			
24.1	Consultant/Professional Service Agreements <i>TAMU-CC acting as consultant or performing professional service and/or receiving services (including testing services).</i>	<ul style="list-style-type: none"> <li>Contract Originator</li> <li>Department Director</li> <li>Contract Administration</li> </ul>	<ul style="list-style-type: none"> <li>VPFA</li> <li>VPFA</li> <li>President</li> </ul>
24.1.1	Analysis Testing	n/a	n/a
24.2	Transfer of Departmental Property (TDP) (inventoried and non-inventoried items)	<ul style="list-style-type: none"> <li>Dean/Dept. Head</li> <li>Property Officer</li> </ul>	<ul style="list-style-type: none"> <li>Property Officer</li> <li>VPFA</li> </ul>
24.2.1	Transfer or surplus property	<ul style="list-style-type: none"> <li>Dean/Dept. Head</li> <li>Property Officer</li> </ul>	<ul style="list-style-type: none"> <li>Property Officer</li> <li>VPFA</li> </ul>
24.2.2	Transfer within the System	<ul style="list-style-type: none"> <li>Dean/Dept. Head</li> <li>Property Officer</li> </ul>	<ul style="list-style-type: none"> <li>Property Officer</li> <li>VPFA</li> </ul>
24.2.3	Transfer to another state agency	<ul style="list-style-type: none"> <li>Dean/Dept. Head</li> <li>Property Officer</li> </ul>	<ul style="list-style-type: none"> <li>Property Officer</li> <li>VPFA</li> </ul>
24.2.4	Transfer to an independent third party	<ul style="list-style-type: none"> <li>Dean/Dept. Head</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Property Officer</li> <li>VPFA</li> </ul>
24.3	Educational Testing Services	<ul style="list-style-type: none"> <li>Dean/Dept. Head</li> </ul>	<ul style="list-style-type: none"> <li>Provost</li> <li>Provost</li> </ul>
24.4	Entertainment Events <i>Artistic entertainment performance agreements.</i>	<ul style="list-style-type: none"> <li>Dean/Dept. Head</li> </ul>	<ul style="list-style-type: none"> <li>Contract Manager &lt;\$100,000</li> <li>Contract Coordinator &lt;\$25,000</li> <li>VPFA</li> </ul>

24.5	Lecture/Seminar Speaker Agreements <i>Use of non-faculty/staff to lecture or speak in support of institutional programs.</i>	<ul style="list-style-type: none"> <li>Dean/Dept. Head</li> </ul>	<ul style="list-style-type: none"> <li>Contract Manager &lt;\$100,000</li> <li>Contract Coordinator &lt;\$25,000</li> </ul>	<ul style="list-style-type: none"> <li>VPFA</li> </ul>
24.6	Maintenance Agreements	<ul style="list-style-type: none"> <li>Dean/Dept. Head</li> </ul>	<ul style="list-style-type: none"> <li>Contract Manager &lt;\$100,000</li> <li>Contract Coordinator &lt;\$25,000</li> </ul>	<ul style="list-style-type: none"> <li>VPFA</li> <li>President</li> </ul>
24.6.1	Purchase with Equipment <i>(Purchase of maintenance services from equipment vendor as an integral part of equipment purchase.)</i>	<ul style="list-style-type: none"> <li>Dean/Dept. Head</li> <li>Director of Procurement &amp; Disbursements</li> </ul>	<ul style="list-style-type: none"> <li>Contract Manager &lt;\$100,000</li> <li>Contract Coordinator &lt;\$25,000</li> </ul>	<ul style="list-style-type: none"> <li>VPFA</li> <li>President</li> </ul>
24.6.2	Stand Alone Purchase <i>(Purchase of maintenance services independent from equipment purchase or vendor.)</i>	<ul style="list-style-type: none"> <li>Dean/Dept. Head</li> <li>Director of Procurement &amp; Disbursements</li> </ul>	<ul style="list-style-type: none"> <li>Contract Manager &lt;\$100,000</li> <li>Contract Coordinator &lt;\$25,000</li> </ul>	<ul style="list-style-type: none"> <li>VPFA</li> <li>President</li> </ul>
24.7	Non-academic Instruction <i>Recreational Sports</i>	<ul style="list-style-type: none"> <li>Dean/Dept. Head</li> </ul>	<ul style="list-style-type: none"> <li>Contract Manager &lt;\$100,000</li> <li>Contract Coordinator &lt;\$25,000</li> </ul>	<ul style="list-style-type: none"> <li>VPFA</li> <li>President</li> </ul>

24.8 Statutory Professional Services Acquisition of professional services as defined by Texas Government Code §2254.002 (accounting, architecture, optometry, medicine, land surveying, real estate appraising, and professional engineering). Agreements for outside counsel must comply with §24.	<ul style="list-style-type: none"> <li>Dean/Dept. Head</li> </ul>	<ul style="list-style-type: none"> <li>Contract Manager &lt;\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>VPFA</li> <li>President</li> </ul>
24.9 Statutory Consulting Services Acquisition of consulting services as defined by Texas Government Code §2254.021. Agreements for outside counsel must comply with §24.	<ul style="list-style-type: none"> <li>Dean/Dept. Head</li> </ul>	<ul style="list-style-type: none"> <li>Contract Manager &lt;\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>VPFA</li> <li>President</li> </ul>
24.10 Student Medical Services	<ul style="list-style-type: none"> <li>Dean/Dept. Head</li> </ul>	<ul style="list-style-type: none"> <li>Contract Manager &lt;\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>VPFA</li> <li>President</li> </ul>
24.11 Conference/Short-Course	<ul style="list-style-type: none"> <li>Director, Education &amp; Youth Programs</li> </ul>	<ul style="list-style-type: none"> <li>Contract Manager &lt;\$100,000</li> <li>Contract Coordinator &lt;\$25,000</li> </ul>	<ul style="list-style-type: none"> <li>VPFA</li> </ul>
24.12 Unclassified Services <i>Purchase of services not specified elsewhere.</i>	<ul style="list-style-type: none"> <li>Dean/Dept. Head</li> </ul>	<ul style="list-style-type: none"> <li>Contract Manager &lt;\$100,000</li> <li>Contract Coordinator &lt;\$25,000</li> </ul>	<ul style="list-style-type: none"> <li>VPFA</li> <li>President</li> </ul>



24.13 Exhibition Loan Agreements <i>Documents commitments to display, secure, admit public, etc. to view works of art of material of public interest.</i>	<ul style="list-style-type: none"> <li>Dean/Dept. Head</li> </ul>	<ul style="list-style-type: none"> <li>Contract Manager</li> <li>Contract Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>VPFA</li> </ul>
<b>25. REVENUE GENERATING AGREEMENTS</b>			
25. Revenue Generating	<ul style="list-style-type: none"> <li>Dean/Dept. Head</li> </ul>	<ul style="list-style-type: none"> <li>VPFA</li> </ul>	<ul style="list-style-type: none"> <li>President</li> </ul>

<b>26. RESEARCH AGREEMENTS</b>			
26.1 Research agreements (where member is the prime contractor signing the agreement with the sponsor; or member is a subcontractor signing the agreement with the prime contractor or a higher-tier subcontractor). <i>Includes grants, contracts, and cooperative agreements</i>	<ul style="list-style-type: none"> <li>VPR</li> <li>Director OSRA</li> </ul>	<ul style="list-style-type: none"> <li>VPR</li> <li>Director OSRA</li> </ul>	<ul style="list-style-type: none"> <li>VPR or designee (unlimited signature authority per System Policy 25.07, §3a)</li> </ul>

26.2	Sub-agreements/Sub-recipient/Sub- grant/Sub-contract agreements for sponsored research and ancillary services (where member is the prime contractor signing the agreement with a subcontractor; or member is a subcontractor signing the agreement with a lower-tier subcontractor).	<ul style="list-style-type: none"> <li>• VPR / Director OSRA</li> </ul>	<ul style="list-style-type: none"> <li>• VPR/ Director OSRA</li> </ul>	<ul style="list-style-type: none"> <li>• VPR or designee (unlimited authority per System Policy 25.07, §3a)</li> </ul>
26.3	Proposal Submissions	<ul style="list-style-type: none"> <li>• VPR / Director OSRA</li> </ul>	<ul style="list-style-type: none"> <li>• VPR / Director OSRA</li> </ul>	<ul style="list-style-type: none"> <li>• VPR or designee (unlimited signature authority per System Policy 25.07, §3a)</li> </ul>
26.4	Teaming Agreements	<ul style="list-style-type: none"> <li>• VPR</li> </ul>	<ul style="list-style-type: none"> <li>• VPR</li> </ul>	<ul style="list-style-type: none"> <li>• VPR</li> </ul>
26.5	Non-disclosure Agreements (specific to Research and Innovation)	<ul style="list-style-type: none"> <li>• VPR or designee</li> </ul>	<ul style="list-style-type: none"> <li>• VPR or designee</li> </ul>	<ul style="list-style-type: none"> <li>• VPR or designee</li> </ul>
26.6	Material Transfer Agreements	<ul style="list-style-type: none"> <li>• VPR</li> </ul>	<ul style="list-style-type: none"> <li>• VPR</li> </ul>	<ul style="list-style-type: none"> <li>• VPR (unlimited signature authority per System Policy 25.7, §3a)</li> </ul>

26.7	Testing/Analytical Agreements	<ul style="list-style-type: none"> <li>• VPR</li> </ul>	<ul style="list-style-type: none"> <li>• VPR</li> </ul>	<ul style="list-style-type: none"> <li>• VPR (unlimited signature authority per System Policy 25.07§3a)</li> </ul>
26.8	Misc. Research Agreements. <i>Includes Vessel Time Charter Agreements and Video Production Agreements.</i>	<ul style="list-style-type: none"> <li>• VPR</li> </ul>	<ul style="list-style-type: none"> <li>• VPR</li> </ul>	<ul style="list-style-type: none"> <li>• VPR (unlimited signature authority per System Policy 25.07.§3a)</li> </ul>
27.	<b>UNCLASSIFIED AGREEMENTS</b> <i>Contracts and agreements not specifically classified above.</i>	<ul style="list-style-type: none"> <li>• Dean/Dept. Head</li> </ul>	<ul style="list-style-type: none"> <li>• Contract Manager&lt;\$100,000</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>
<b>28. CONSTRUCTION CONTRACTS</b>				
28.1	Minor Construction Projects delegated to Components under 51.04.01	<ul style="list-style-type: none"> <li>• VPFA</li> <li>• Hub Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• System Policy 51.04</li> </ul>	<ul style="list-style-type: none"> <li>• System Policy 51.04</li> </ul>
28.2	Facilities Services Repair and Renovation Projects \$0-\$100,000 through Southeast Service Corporation dba SSC Service Solutions (2013-2022)	<ul style="list-style-type: none"> <li>• VPFA</li> <li>• HUB Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> <li>• President</li> </ul>
28.3	Architect/Engineer/Professional Services of Facilities Services construction	<ul style="list-style-type: none"> <li>• VPFA</li> <li>• HUB Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> <li>• VPFA</li> </ul>

<b>29. EMPLOYMENT AGREEMENTS</b>			
29.1 Appointments with Tenure (Rank of Associate Professor, Professor)	<ul style="list-style-type: none"> <li>• Faculty Committee</li> <li>• Dean</li> <li>• Provost</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> <li>• Provost</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> <li>• Provost</li> <li>• (all contracts require BOR approval)</li> </ul>
29.2 Probationary Tenure Track Appointments (Rank of Assistant Professor, Associate Professor)	<ul style="list-style-type: none"> <li>• Academic Dean/Dept. Head</li> <li>• Appropriate College Dean</li> <li>• Provost</li> </ul>	<ul style="list-style-type: none"> <li>• Provost</li> </ul>	<ul style="list-style-type: none"> <li>• Provost</li> </ul>
29.3 Non-Tenure Track Appointments (Non-tenured Faculty titles; all lecturer titles)	<ul style="list-style-type: none"> <li>• Academic Dean/Dept. Head</li> <li>• Appropriate College Dean</li> <li>• Provost</li> </ul>	<ul style="list-style-type: none"> <li>• Provost</li> </ul>	<ul style="list-style-type: none"> <li>• Provost</li> </ul>
29.4 Faculty Appointment with Support Agreements (will be included in official letter)	<ul style="list-style-type: none"> <li>• Academic Dean/Dept. Head</li> <li>• Appropriate College Dean</li> <li>• VP Research and Innovation</li> <li>• Provost</li> </ul>	<ul style="list-style-type: none"> <li>• Provost</li> </ul>	<ul style="list-style-type: none"> <li>• Provost</li> </ul>
29.5 Faculty Appointments in excess of 100% effort	<ul style="list-style-type: none"> <li>• Academic Dean/Dept. Head</li> <li>• Appropriate College Dean</li> <li>• Vice President of supported program</li> <li>• Provost</li> </ul>	<ul style="list-style-type: none"> <li>• Provost</li> </ul>	<ul style="list-style-type: none"> <li>• Provost</li> </ul>
29.6 Graduate Teaching Assistant	<ul style="list-style-type: none"> <li>• Academic Dean/Dept. Head</li> <li>• Appropriate College Dean</li> <li>• Appropriate Vice President</li> </ul>	<ul style="list-style-type: none"> <li>• Dean</li> </ul>	<ul style="list-style-type: none"> <li>• Provost</li> </ul>
29.7 Graduate Research Assistant	<ul style="list-style-type: none"> <li>• Academic Dean/Dept. Head</li> <li>• Appropriate College Dean</li> <li>• Appropriate Vice President</li> </ul>	<ul style="list-style-type: none"> <li>• Dean</li> </ul>	<ul style="list-style-type: none"> <li>• Provost</li> </ul>
29.8 Graduate Assistant (other than teaching or Research)	<ul style="list-style-type: none"> <li>• Academic Dean/Dept. Head</li> <li>• Appropriate College Dean</li> <li>• Appropriate Vice President</li> </ul>	<ul style="list-style-type: none"> <li>• Dean</li> <li>• Appropriate VP</li> </ul>	<ul style="list-style-type: none"> <li>• Provost</li> </ul>

29.9 Initial Employment Agreement for Graduate Student Assistants	<ul style="list-style-type: none"> <li>• Academic Dean/Dept. Head</li> <li>• Appropriate College Dean</li> <li>• Appropriate Vice President</li> </ul>	<ul style="list-style-type: none"> <li>• Dean</li> <li>• Appropriate VP</li> </ul>	<ul style="list-style-type: none"> <li>• Provost</li> </ul>
29.10 Post Doctorate	<ul style="list-style-type: none"> <li>• Academic Dean/Dept. Head</li> <li>• Appropriate College Dean</li> <li>• Appropriate Vice President</li> </ul>	<ul style="list-style-type: none"> <li>• Dean</li> <li>• Appropriate VP</li> </ul>	<ul style="list-style-type: none"> <li>• Provost</li> </ul>
29.11 Continuing Education Instruction Activity in Support of Continuing Education resulting in additional, above budgeted salary)	<ul style="list-style-type: none"> <li>• Dean</li> </ul>	<ul style="list-style-type: none"> <li>• Provost</li> <li>• Appropriate VP</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>
29.12 Selected Athletic Appointment	<ul style="list-style-type: none"> <li>• Athletic Director</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>
29.13 Temporary Hires	<ul style="list-style-type: none"> <li>• Dean/Dept. Head</li> </ul>	<ul style="list-style-type: none"> <li>• Provost</li> <li>• Appropriate VP</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>
29.14 Off-Campus Instruction (offer letters)	<ul style="list-style-type: none"> <li>• Dean/Dept. Head</li> <li>• Appropriate College Dean</li> <li>• Associate VP Academics &amp; Compliance</li> </ul>	<ul style="list-style-type: none"> <li>• Provost</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>

<b>30. INTELLECTUAL PROPERTY AGREEMENTS</b>			
30.1 Technology Transfer any copyright or patent work, regardless of the contract value must be processed through the Vice President for Research and Innovation, who in turn will act as the liaison to the System Office of Technology		<ul style="list-style-type: none"> <li>• VCFSR</li> <li>• See §16</li> </ul>	<ul style="list-style-type: none"> <li>• VCFSR</li> <li>• See §16</li> </ul>
30.2 Invention/Software Copyright Disclosure		<ul style="list-style-type: none"> <li>• See §16</li> </ul>	<ul style="list-style-type: none"> <li>• See §16</li> <li>• Chancellor</li> </ul>
30.3 License Agreement (Patent requires Chancellor approval)		<ul style="list-style-type: none"> <li>• See §16</li> <li>• Chancellor</li> </ul>	<ul style="list-style-type: none"> <li>• See §16</li> <li>• Chancellor</li> </ul>
<b>31. OTHER</b>			
31.1 Commercial Product/Promotion Availability agreements with substantial campaigns, such as commercial broadcasts	<ul style="list-style-type: none"> <li>• Dean/Dept. Head</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> <li>• President</li> </ul>
31.2 Vending and Commercial Concession	<ul style="list-style-type: none"> <li>• Director, University Services</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> <li>• President</li> </ul>
31.3 Limited Duration Right to Use Site (third party)	<ul style="list-style-type: none"> <li>• Dean/Dept. Head</li> <li>• System Real Estate Office</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> <li>• President</li> </ul>

31.4	Concession Committee Agreements; Student Organization sponsored vendor space and facilities; Limited Use Agreements	<ul style="list-style-type: none"> <li>• Dean/Dept. Head</li> <li>• Director, University Services</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> </ul>	<ul style="list-style-type: none"> <li>• President</li> </ul>
31.5	Hotel agreements may be executed by Dean/Dept. Head, consistent with 25.07.99.C1 Contract Administration	<ul style="list-style-type: none"> <li>• See description 25.07.99.C1</li> </ul>	<ul style="list-style-type: none"> <li>• See description 25.07.99.C1</li> </ul>	<ul style="list-style-type: none"> <li>• See description 25.07.99.C1</li> </ul>
31.6	Warranties -extended warranty on machinery; equipment	<ul style="list-style-type: none"> <li>• Dean/Dept. Head</li> </ul>	<ul style="list-style-type: none"> <li>• Contract Manager &lt;\$100,000</li> <li>• Contract Coordinator, &lt;\$25,000</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> <li>• President</li> </ul>
31.7	Non-Disclosure Agreements (not related to Research and Innovation)	<ul style="list-style-type: none"> <li>• Dean/Dept. Head</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> <li>• President</li> </ul>	<ul style="list-style-type: none"> <li>• VPFA</li> <li>• President</li> </ul>