Office of Development & University Relations Signature Authority Grid

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Office of Development & University Relations Signature Authority Grid

formal correspondence or email.

	Senior Vice President, Development & University Relations	Vice President for Operations	Vice President for Alumni Relations	Associate Vice President for Annual Giving	Vice President for Development - Health Sciences	Vice President for Development - University Programs	Senior Associate Vice President for Principal Gifts	Vice President for Communications	Vice President for Marketing
Contracts for services and/or vendor agreements related to any office in DUR not to exceed \$250,000.		x							
Contracts for services and/or vendor agreements (2) not to exceed \$25,000.			x	x	х	х	х	х	x
Gift agreements (excluding those for real estate or other property that would pose a financial risk or obligation to the institution, in which case the agreement must be coordinated with the EVP for Finance and Administration) not to exceed \$100,000.	x				x	x			
Gift agreements for endowments or non-endowments exceeding \$100,000 also signed by the donor/s; the Dean or Director representing unit receiving the gift; Senior VP for DUR or his designee; and the EVP for Health Affairs or EVP for Academic Affairs and Provost.					x	x			
In the absence of the Senior VP for DUR and the VP for DUR Operations and after consultation with one of the Executive Vice Presidents, contracts or agreements not otherwise delegated herein that must be executed to protect the interests of the institution (3).		X	x	x	x	x	x	X	X
Any agreement for which the President has specifically delegated that authority in writing, either through formal correspondence or email	x								

Office of Development & University Relations Signature Authority Grid

Associate Vice

President for

Annual Giving

Vice President for

Alumni Relations

Vice President for

Operations

Vice President for

Development -

Health Sciences

Vice President for

Development -

University Programs

Senior Associate Vice President for Principal

Gifts

Vice President for

Marketing

Vice President for

Communications

	Senior Vice President, Development & University Relations
Contracts in an amount not to exceed \$250,000 including: (a) professional consulting and independent contractor agreements, (b) personnel agreements including offer letters, settlement agreements, performance agreements, and severance agreements, upon consultation as appropriate with General Counsel and/or Human Resources, (c) speakers agreements, and (d) all other contracts and agreements for which authority has been delegated to individuals reporting to the office.	X
Other agreements that relate directly to the responsibilities and functions of the position, provided that such other agreements do not impose a financial obligation on the University in excess of \$250,000, and are not sponsored grants or contracts.	x
Vendor agreements (up to \$250,000).	x
In the absence of the President and after consultation with one of the Executive Vice Presidents, contracts or agreements not otherwise delegated herein that must be executed to protect the interests of the institution (3).	x

⁽¹⁾ Contracts to be related to assigned area staff.

⁽²⁾ Contracts to be related to the activities of assigned area.

⁽³⁾ Contracts to be related to the activities of assigned area.