History of POL 01.15.01

Delegation of Signatory Authority for University Contracts

**Authority:** Chancellor

**History:**

**First Issued:**

August 6, 2003 **Archived version (Effective August 2, 2003 through December 21, 2010)**

**Revisions:**

December 22, 2010 **Archived version (Effective December 22, 2010 through January 8, 2018)**

January 9, 2018 **Archived version** – The original policy (separated into two sections: Procedures for Delegation and Delegations of Signature Authority) was combined into one cohesive policy, and designated the chancellor as the authority to approve any and all substantive revisions to the policy. Overall revisions were made throughout to names of divisions and titles of leadership within those divisions, as necessary.

Para. 1.3 revised to clarify when a delegation or sub-delegation of signatory authority is effective. Para. 2.4 added as it relates to contract review and approval by the director of Purchasing. Para. 4.3 added as it related to OGC review for contracts that exceed one million dollars.

The delegation to the VC for Advancement (Para. 5.5) was expanded to include advertising, promotional materials, and use of facilities. The delegation to the director of Athletics (Para. 5.6.1) was expanded to include advertising, promotional materials, and performance by the Department of Athletics, which may be sub-delegated to head coaches, the director of Sports Information and the assistant AD for Marketing Partnerships (Para. 9.2). Paras. 5.7 and 5.8 were added delegating authority to the executive director for UCM and director of Police and Public Safety, respectively.

Sub-delegations by the VC for Academic Affairs (Section 6) expanded to include the AVCs for Enrollment and Research and Sponsored Programs. Sub-delegations by the VC for Finance and Administration (Section 7) expanded to include the Sr. AVC for Finance and Administration and the AVC for Information Resources. Sub-delegations by the VC for Student Affairs (Section 8) expanded to include the AVCs for Student Affairs and Campus Safety, and the directors of Housing and Student Involvement. The executive director for UCM was given sub-delegation authority to the director of Givens Performing Arts Center, which was previously sub-delegated by the VC for Student Affairs.

August 28, 2019 **Archived Version** – The original version describes a position, associate vice chancellor for Engaged Outreach, which no longer exists. Therefore, Para. 6.2 is revised to adjust signatory authority to eliminate the obsolete position of associate vice chancellor for Engaged Outreach and add authority for the associate vice chancellor for Global Engagement.

Para. 7.4 was added to give the assistant vice chancellor for Facility Management authority to sign contracts and agreements for design services, construction management, and construction contracts addendum. This excludes those contracts and agreements negotiated solely by the vice chancellor for Finance and Administration. This authority may not be delegated.

April 1, 2021 **Archived Version** – Added to the policy was “9.1. The Senior Woman Administrator for Athletics has authority, in the absence of the director, to sign contracts and agreements that the director is empowered to sign. This excludes those contracts and agreements negotiated solely by the Senior Woman Administrator for Athletics. This authority may not be delegated.”

November 3, 2023 **Archived Version** – Added authority for The Vice Chancellor for Enrollment Management. Added sub-delegated authority from the Director of Athletics to the Business Manager. Relocated the assistant vice chancellor for Global Engagement, from under the Provost to under the vice chancellor for Enrollment Management.

June 18, 2024 **Current Version** – Removed Appendix: Department Contract Review Checklist. Implemented requirement that OGC will review all contracts. The vice chancellor for Advancement has authority to sign fundraising and advancement operations consulting contracts. The chief of staff & vice chancellor for strategic initiatives/assistant secretary to the Board of Trustees and the director of student engagement titles updated.

**Related Policies:**

* [North Carolina General Statute §116-34(a) – Duties of chancellor of institution](http://www.ncga.state.nc.us/gascripts/statutes/statutelookup.pl?statute=116-34)
* [UNC Code Section 502 A – Chancellors of Constituent Institutions](http://www.northcarolina.edu/apps/policy/index.php?pg=vs&id=4428&added=1)
* UNC Pembroke POL 04.10.02 – Campus Law Enforcement Agency Policy

**Additional References:**

* [North Carolina General Statute §114-8.3 – Attorney General/General Counsel; review certain contracts](http://www.ncleg.net/gascripts/statutes/statutelookup.pl?statute=114-8.3)
* [UNC Policy Manual 500.4[R]](http://www.northcarolina.edu/apps/policy/index.php?pg=vs&id=411&added=1)
* Department Contract Review Checklist
* Contract Advisory Form
* Contract Amendment Checklist – to be completed by the Purchasing Office
* Purchasing Office Contract Workflow Chart

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