



University of Connecticut  
*Office of the President*

Susan Herbst  
*President*

TO: Senior Administrators, Deans, Directors and Contract Liaisons

FROM: Susan Herbst, President

DATE: February 1, 2012

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

The University of Connecticut's 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 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, as follows:

1. Contracts, or amendments thereof (*except those covered by Paragraphs 7, 8 or 9 below*) for the expenditure or receipt of funds, goods or services of **\$500,000.00 or greater** ("value") may be signed by the:

President's Chief of Staff;  
Provost & Executive Vice President for Academic Affairs;  
Vice President & Chief Financial Officer;  
Vice President & Chief Operating 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 7, 8 or 9 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 & Vice President for Research;  
Vice President & Chief Financial Officer;  
Vice President & Chief Operating 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 7, 8 or 9 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 7, 8 or 9 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;  
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. The Director of Athletics may sign (or may delegate for signature to an Associate Director of Athletics) athletic game contracts, or amendments thereof, that do not involve the expenditure of funds and Facilities Use Agreements, or amendments thereof, for the use of Athletics facilities, that do not involve the expenditure of funds.
7. All contracts for the provision or receipt of academic research or related services, or amendments thereof, may be signed by the:

Provost & Executive Vice President for Academic Affairs;  
Senior Vice Provost & 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 7 shall certify the research proposals to various external agencies and the receipt of awards or contracts awarded from such proposals.***

8. 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:

Vice President and Chief Operating Officer;  
Associate Vice President of Facilities Development & Operations UCHC (UCHC Projects);  
Chief Administrative Officer UCHC (UCHC Projects);  
Vice President & 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.

9. 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:

Vice President & Chief Operating Officer or  
Director, University Planning

***provided they have been approved by the Board of Trustees prior to execution.***

10. 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, as of February 1, 2012, follows on pages 4 and 5.**

**University of Connecticut President's Contract Signing Authority Delegation, as of February 1, 2012**

	<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 7, 8 or 9 herein)	President's Chief of Staff; Provost & Executive Vice President for Academic Affairs; Vice President & Chief Financial Officer; Vice President & Chief Operating 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</b> <b>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 7, 8 or 9 herein)	President's Chief of Staff; Provost & Executive Vice President for Academic Affairs; Senior Vice Provost & Vice President for Research; Vice President & Chief Financial Officer; Vice President & Chief Operating 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 7, 8 or 9 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 7, 8 or 9 herein)	Any Officer listed in Blocks 2 or 3; Any Associate Vice Provost; Any Assistant Vice Provost; Any Assistant Vice President; Directors of Regional Campuses; or Associate Controller and Director of Accounting, Storrs and Regional Campuses.	
5.	No-Cost Student Affiliation Agreements	Any Officer listed in Blocks 2, 3 or 4	

	<b>CONTRACT/AMENDMENT VALUE or TYPE</b>	<b>SIGNATORIES</b>	<b>BOT ACTION and NOTES</b>
6.	Athletic Game Contracts and Athletic Facilities Use Agreements <b>not</b> involving the expenditure of funds	Director of Athletics	The Director of Athletics may delegate his or her signing authority to an Associate Director of Athletics for game contracts and Athletic Facility Use Agreements <b>not</b> involving the expenditure of funds
7.	Contracts for the provision or receipt of academic research or related services	Provost & Executive Vice President for Academic Affairs; Senior Vice Provost & Vice President for Research; Executive Director, Office for Sponsored Programs; or Director, Office of Technology Commercialization.  <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.	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;  Signatures will certify research proposals and receipt of awards and/or contracts awarded from such proposals.
8.	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)	Vice President and Chief Operating Officer; Associate Vice President of Facilities Development & Operations UCHC (UCHC Projects); Chief Administrative Officer UCHC (UCHC Projects); Vice President & Strategy Officer for Bioscience Connecticut UCHC (UCHC Projects); Director, University Planning; Associate Vice President of Architectural, Engineering and Building Services; or Director, Procurement Services	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.
9.	Real estate-related contracts, (including but not limited to Purchase and Sale Agreements, Deeds, Easements and Leases)*  <b>*University as Lessor or Lessee</b>	Vice President & Chief Operating Officer or  Director, University Planning.	Must be approved by the Board of Trustees <b>prior to</b> execution by the University
10.	Audit-related professional services contracts in any amount.	See contract values set forth above for appropriate signatory.	Must be approved by the Joint Audit and Compliance Committee of the Board of Trustees <b>prior to</b> execution

Rev. 2/1/12