

Delegations of Signature Authority

Contract Type	Delegated Authority	Sub-Delegated Authority	Source of Authority
General Authority to Sign Contracts for NC State University	Chancellor	Vice Chancellor for Finance and Business (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 Not Involving Purchases of Goods/Services (Academic Personnel and Student Exchange, Academic Cooperative Agreements, Academic Placements, Academic Matriculation, etc.)	Provost and Executive Vice Chancellor	Vice Provost for Faculty Affairs	N.C.S.U. REG 01.20.2 § 4.1
Academic Cooperation Agreements* (Between NCARS, the NC Dept. of	Provost and Executive Vice Chancellor	The Dean of the College of Agriculture and Life Sciences	N.C.S.U. REG 01.20.2 § 4.1

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

Athletic Department Contracts for Athletic Contests	Director of Athletics	Executive Senior Associate Athletic Director Senior Associate Athletic Director Associate Athletic Director for Business Operations	N.C.S.U. REG 01.20.2 § 4.7.2.1
Athletic Department Contracts for Hotel Rooms and Transportation Services Used by NC State's Varsity Sports Teams	Director of Athletics	Executive Senior Associate Athletic Director Senior Associate Athletic Director Associate Athletic Director for Business Operations	N.C.S.U. REG 01.20.2 § 4.7.2.1

Employment Contracts

FACULTY MEMBERS: Employment Contracts, Separation and Release Agreements, "Last Chance Agreements"	Provost and Executive Vice Chancellor		N.C.S.U. REG 01.20.2 § 4.7.2.3
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and Telework Contracts			
NON-FACULTY EMPLOYEES EXEMPT FROM THE PERSONNEL ACT (“EPA”): Employment Contracts, Separation and Release Agreements, “Last Chance Agreements” and Telework Contracts	The Executive Officer Having Responsibility for the Employee's Unit		N.C.S.U. REG 01.20.2 § 4.7.2.3
EMPLOYEES SUBJECT TO THE PERSONNEL ACT (“SPA”): Employment Contracts, Separation and Release Agreements, “Last Chance Agreements” and Telework Contracts	Vice Chancellor for Finance and Business		N.C.S.U. REG 01.20.2 § 4.7.2.3

General Business Contracts

Small Purchase Agreements where Consideration is \$5,000.00 or Less per Transaction	Director of Materials Management	The Relevant Department	N.C.S.U. REG 01.20.2 § 4.7.1.1
University Contracts or Contracts Originating from Vendors Where Value of the Agreement or Revenue Generated for the University Does Not Exceed \$5,000.00	Vice Chancellor for Finance and Business	Assistant Director for Materials Management	N.C.S.U. REG 01.20.2 § 4.7.1.2

University Contracts or Contracts Originating from Vendors Where Value of the Agreement or Revenue Generated for the University Does Not Exceed \$50,000.00	Vice Chancellor for Finance and Business	Director for Materials Management	N.C.S.U. REG 01.20.2 § 4.7.1.3
University Contracts or Contracts Originating from Vendors Where Value of the Agreement or Revenue Generated for the University Does Not Exceed \$250,000.00	Vice Chancellor for Finance and Business	Associate Vice Chancellor for Finance and Business and University Treasurer	N.C.S.U. REG 01.20.2 § 4.7.1.4
University Contracts or Contracts Originating from Vendors Where Value of the Agreement or Revenue Generated for the University Exceeds \$250,000.00	Vice Chancellor for Finance and Business		N.C.S.U. REG 01.20.2 § 4.7.1.5

Law Enforcement Contracts

Employment of Off-Duty Officer Agreements of Raleigh Police Officers and Wake County Deputy Sheriffs at Special Events on Campus*	Vice Chancellor for Finance and Business	Chief of Police	N.C.S.U. REG 01.20.2 § 4.7.2.12
Mutual Aid Agreements with Other Law Enforcement Agencies*	Vice Chancellor for Finance and Business	Chief of the Campus Police	N.C.S.U. REG 01.20.2 § 4.7.2.5

Permission to Use University Name, Marks, Symbols and Copyright

<p>Operation of the University's Trademark Licensing Program</p> <p>(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.)</p>	<p>Vice Chancellor for Finance and Business</p>	<p>Director of NC State's Trademark Licensing Office</p>	<p>N.C.S.U. REG 01.20.2 § 4.4.2</p>
<p>Permission to Use Copyrighted Works such as Text, Graphics, Photography, and Similar Copyrighted Material</p>	<p>Provost and Executive Vice Chancellor</p>	<p>Director, Digital Scholarship and Publishing Center, NCSU Libraries</p>	<p>N.C.S.U. REG 01.20.2 § 4.4.1</p>
<p>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</p>	<p>Vice Chancellor for Research and Innovation</p>	<p>Director of the Office of Technology Transfer</p>	<p>N.C.S.U. REG 01.20.2 § 4.3.2</p>

Research and Sponsored Programs

Memorandum of Agreement Used for Sponsored Programs of \$25,000.00 or Less	Vice Chancellor for Research and Innovation	Deans of all the Colleges and their Associate Deans for Research (or Equivalent Position)	N.C.S.U. REG 01.20.2 § 4.2.3
Proposals for Research, Public Service, Scholarship and Other Creative Sponsored Activities	Vice Chancellor for Research and Innovation.	<p>Associate Vice Chancellor for Research Administration</p> <p>Director of Sponsored Programs And Research Compliance (“SPARCS”)</p> <p>Associate Director of SPARCS</p> <p>Senior Contract Negotiators within SPARCS</p> <p>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 Signature Authority</p>	N.C.S.U. REG 01.20.2 § 4.2.4
Research, Public Service, Scholarship and Other Creative Sponsored Activities Contracts	Vice Chancellor for Research and Innovation	<p>Associate Vice Chancellor for Research Administration</p> <p>Director of SPARCS</p> <p>Associate Director of SPARCS</p> <p>Senior Contract</p>	N.C.S.U. REG 01.20.2 § 4.2.1 and 4.2.2

		Negotiators within SPARCS	
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Settlement Agreements

Authority to Settle Workers Compensation Claims Through Mediation Settlement Agreements	<u>Up to \$15,000.00</u> Associate Vice Chancellor for Human Resources	<u>Up to \$5,000.00</u> Can be Further Sub-delegated	N.C.S.U. REG 01.20.2 § 4.6.5
Settlement Agreements for the Veterinary Teaching Hospital (VTH) (where VTH Forgoes Receiving Payment for Services and the Other Party Releases the VTH).	Hospital Administrator		N.C.S.U. REG 01.20.2 § 4.6
Settlement Involving Litigation	<u>Requires the University to Pay \$50,000.00 - \$75,000.00</u> Chancellor <u>Requires the University to Pay \$75,000.00 or Greater</u> UNC Board of Governors	<u>Requires the University to Pay Less than \$50,000.00</u> Vice Chancellor for Finance and Business	N.C.S.U. REG 01.20.2 § 4.6.1

Settlement Agreements Involving FACULTY where Litigation is Involved	<p><u>Requires the University to Pay \$50,000.00 to \$75,000.00</u></p> <p>Chancellor</p> <p><u>Requires the University to Pay \$75,000.00 or Greater</u></p> <p>UNC Board of Governors</p>	<p><u>Requires the University to Pay Less than \$50,000</u></p> <p>Provost and Executive Vice Chancellor</p>	N.C.S.U. REG 01.20.2 § 4.6.5.2
Settlement Agreements Involving NON-FACULTY EMPLOYEES EXEMPT FROM THE PERSONNEL ACT (“EPA”) where Litigation is Involved	<p><u>Requires the University to Pay \$50,000.00 to \$75,000.00</u></p> <p>Chancellor</p> <p><u>Requires the University to Pay \$75,000.00 or Greater</u></p> <p>UNC Board of Governors</p>	<p><u>Requires the University to Pay Less than \$50,000</u></p> <p>Executive Officer Having Responsibility for the Employee’s Unit</p>	N.C.S.U. REG 01.20.2 § 4.6.5.3
Settlement Agreements Involving EMPLOYEES SUBJECT TO THE PERSONNEL ACT (“SPA”) where Litigation is Involved	<p><u>Requires the University to Pay \$50,000.00 to \$75,000.00</u></p> <p>Chancellor</p> <p><u>Requires the University to Pay \$75,000.00 or Greater</u></p> <p>UNC Board of Governors</p>	<p><u>Requires the University to Pay Less than \$50,000</u></p> <p>Vice Chancellor for Finance and Business</p>	N.C.S.U. REG 01.20.2 § 4.6.5.1
Settlement where No Litigation is Involved	Vice Chancellor for Finance and Business		N.C.S.U. REG 01.20.2 § 4.6.2

Settlement Agreements Involving FACULTY where No Money and No Litigation is Involved	Provost and Executive Vice Chancellor		N.C.S.U. REG 01.20.2 § 4.7.2.3
Settlement Agreements Involving NON-FACULTY EMPLOYEES EXEMPT FROM THE PERSONNEL ACT (“EPA”) , where No Money and No Litigation is Involved	Executive Officer Having Responsibility for the Employee’s Unit		N.C.S.U. REG 01.20.2 § 4.7.2.3
Settlement Agreements Involving EMPLOYEES SUBJECT TO THE PERSONNEL ACT (“SPA”) where No Money and No Litigation is Involved	Vice Chancellor for Finance and Business		N.C.S.U. REG 01.20.2 § 4.7.2.3
Standard Release Forms (Approved by the Office of General Counsel, where the University is Paid Actual Damages for Damage to Real or Personal Property)	Assistant Vice Chancellor for Facility Operations Associate Vice Chancellor for Student Affairs for Releases Involving Students		N.C.S.U. REG 01.20.2 § 4.6

Special Business Agreements

Benefit Vendor Contracts for Voluntary Insurance Benefit Plans and 403b Program Contracts	Vice Chancellor for Finance and Business	Associate Vice Chancellor for Human Resources	N.C.S.U. REG 01.20.2 § 4.7.2.14
Design Service, Construction Management, and	Vice Chancellor for Finance and Business	Associate Vice Chancellor for Facilities	N.C.S.U. REG 01.20.2 § 4.7.2.13

Construction Contracts Addendums			
Insurance Applications and Proof of Loss Forms	Vice Chancellor for Finance and Business	Director of Insurance and Risk Management	N.C.S.U. REG 01.20.2 § 4.7.2.16
Outside Counsel Agreements for Retaining Attorneys and Law Firms	Vice Chancellor for Finance and Business	Vice Chancellor and General Counsel	N.C.S.U. REG 01.20.2 § 4.7.2.17

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 Agreements	Vice Chancellor for Finance and Business	Extension State 4-H Leader 4-H Camp Directors	N.C.S.U. REG 01.20.2 § 4.7.2.10
Centennial Campus Facility Use Agreements for University Uses and Non-University Uses	Vice Chancellor for Finance and Business	Associate Vice Chancellor for Centennial Campus Development	N.C.S.U. REG 01.20.2 § 4.7.2.18
Consent Agreements for the Treatment of Patients at the Veterinary Teaching Hospital	Vice Chancellor for Finance and Business	Dean of the College of Veterinary Medicine The Treating Veterinarian	N.C.S.U. REG 01.20.2 § 4.7.2.11
Embryo Transfer Agreements	Vice Chancellor for Finance and Business	Dean of the College of Veterinary Medicine	N.C.S.U. REG 01.20.2 § 4.7.2.2

Extension Service Agreements that are: - For Extension Service (Teaching and Professional Services Provided to the Public) - Not Research Related	Vice Chancellor for Extension, Engagement and Economic Development.		N.C.S.U. REG 01.20.2 § 4.5.1
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 § 4.5.3
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 § 4.5.4
Facility Use Agreements for Carmichael Complex	Vice Chancellor for Finance and Business	Director of Facilities and Operations for the Carmichael Complex	N.C.S.U. REG 01.20.2 § 4.7.2.4
McKimmon Center Use Agreements**	Vice Chancellor for Finance and Business	Assistant Vice Chancellor for Extension, Engagement and Economic Development, McKimmon Center For Extension and Continuing Education	N.C.S.U. REG 01.20.2 § 4.7.2.8
Outdoor Education Classes Agreements	Vice Chancellor for Finance and Business	Head of the Department of Physical Education	N.C.S.U. REG 01.20.2 § 4.7.2.7

Performing Artists Contracts	Vice Chancellor for Finance and Business	Vice Chancellor for Student Affairs	N.C.S.U. REG 01.20.2 § 4.7.2.9
Real Estate Crop Agreements	Vice Chancellor for Finance and Business	Director of Real Estate	N.C.S.U. REG 01.20.2 § 4.7.2.15
Standard Summer Conference Housing Contracts	Vice Chancellor for Finance and Business	Director of University Housing	N.C.S.U. REG 01.20.2 § 4.7.2.6

Technology Transfer

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