Delegations of Signature Authority

Contract Type	Delegated Authority	Sub-Delegated Authority	Source of Authority
General authority to sign	Chancellor	Vice Chancellor for	N.C.S.U. REG
contracts for NC State		Finance and	01.20.02 § 3.1 and
University		Administration (All	3.2
		contracts which may be	

sub-delegated)

*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.

Contract Type	Delegated	Sub-Delegated	Source of
	Authority	Authority	Authority
Academic contracts not involving purchases of goods/services (Academic personnel and student exchange, academic cooperative agreements, academic placements, academic matriculation, etc.)	Executive Vice Chancellor and Provost	Vice Provost for Faculty Affairs	<u>N.C.S.U. REG</u> 01.20.02 § 4.1.1
Academic cooperation agreements* (Between NCARS, the NC Dept. of Agriculture and Consumer Services) That do not involve purchases of goods/services and are not research agreements	Executive Vice Chancellor and Provost	The Dean of the College of Agriculture and Life Sciences	N.C.S.U. REG 01.20.02 § 4.1.2

Academic Contracts

Collaborative research, academic and other educational activities with foreign institution, government, or agency	Executive Vice Chancellor and Provost	Senior Vice Provost for Global Engagement	NCSU REG 01.20.02 §4.1.2
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Athletic Contracts

Contract Type	Delegated	Sub-Delegated	Source of
	Authority	Authority	Authority
Athletic Department contracts for athletic contests, hotel rooms and transportation services used by NC State's varsity sports	Director of Athletics	Executive Senior Associate Athletic Director Senior Associate Athletic Director	N.C.S.U. REG 01.20.02 § 4.7.2.1
teams		Associate Athletic Director for Business Operations	

Employment Contracts

Contract Type	Delegated	Sub-Delegated	Source of
	Authority	Authority	Authority
FACULTY MEMBERS: Employment Contracts, Separation and Release Agreements, "Last Chance" Agreements and Telework Contracts	Executive Vice Chancellor and Provost		<u>N.C.S.U. REG</u> 01.20.02 § 4.7.2.3
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		<u>N.C.S.U. REG</u> 01.20.02 § 4.7.2.3

EMPLOYEES SUBJECT TO THE	Vice Chancellor for Finance and	N.C.S.U. REG 01.20.02 § 4.7.2.3
PERSONNEL ACT	Administration	
("SPA"): Employment		
Contracts, Separation and Release		
Agreements, "Last		
Chance" Agreements and Telework		
Contracts		

Extension Service Agreements

Contract Type	Delegated Authority	Sub-Delegated Authority	Source of Authority
Extension service agreements* that are: - for extension service (Teaching and professional services provided to the public) - not research related	Executive Vice Chancellor and Provost		<u>N.C.S.U. REG</u> 01.20.02 § 4.5.1
Extension service agreements* where value Does Not Exceed \$50,000	Executive Vice Chancellor and Provost	Vice Provost for Extension and Engagement and the Deans and Associate Deans for Extension and the Directors of non-college units providing the services	N.C.S.U. REG 01.20.02 § 4.5.2
Extension service agreements* where value Exceeds \$50,000	Executive Vice Chancellor and Provost		N.C.S.U. REG 01.20.02 § 4.5.3

General Business Contracts

Contract Type	Delegated	Sub-Delegated	Source of
	Authority	Authority	Authority
University contracts or contracts originating from vendors where value of the agreement or revenue generated for the university does not exceed \$5,000	Vice Chancellor for Finance and Administration	Assistant Director for Materials Management	N.C.S.U. REG 01.20.02 § 4.7.1.2

University contracts	Vice Chancellor for	Director for Materials	N.C.S.U. REG
or contracts	Finance and	Management	<u>01.20.02</u> § 4.7.1.3
originating from	Administration		
vendors where value			
of the agreement or			
revenue generated for			
the university does			
not exceed \$50,000			
University contracts	Vice Chancellor for	Associate Vice	N.C.S.U. REG
or contracts	Finance and	Chancellor for Finance	01.20.02 § 4.7.1.4
originating from	Administration	and Administration and	
vendors where value		University Treasurer	
of the agreement or			
revenue generated for			
the university does			
not exceed \$250,000			
University contracts	Vice Chancellor for		N.C.S.U. REG
or contracts	Finance and		01.20.02 § 4.7.1.5
originating from	Administration		
vendors where value			
of the agreement or			
revenue generated for			
the university exceeds			
\$250,000			

Law Enforcement Contracts

Contract Type	Delegated	Sub-Delegated	Source of
	Authority	Authority	Authority
Mutual aid agreements with other law enforcement agencies*	Vice Chancellor for Finance and Administration	Chief of the Campus Police	N.C.S.U. REG 01.20.02 § 4.7.2.5
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 Administration	Chief of Campus Police	N.C.S.U. REG 01.20.02 § 4.7.2.12

Permission to Use University Name, Marks, Symbols and Copyright

Contract Type	Delegated	Sub-Delegated	Source of
	Authority	Authority	Authority
Use of software and other works of copyright for which NC State owns the copyright where the	Vice Chancellor for Research, Innovation and Economic Development	Director of the Office of Technology Transfer	N.C.S.U. REG 01.20.02 § 4.3.2

license will generate revenues beyond direct cost recovery Permission to use copyrighted works such as text, graphics,	Executive Vice Chancellor and Provost	Director, Digital Scholarship and Publishing Center, NCSU Libraries	N.C.S.U. REG 01.20.02 § 4.4.1
photography, and similar copyrighted material			
Operation of the University's Trademark Licensing Program	Vice Chancellor for Finance and Administration	Director of NC State's Trademark Licensing Office	N.C.S.U. REG 01.20.02 § 4.4.2
(Registering with the U.S. Patent and Trademark Office, entering into a contract with an agent for the licensing of NC State University marks, symbols, and indicia signing agreements granting permission to use the University's names, logges, and other			
logos, and other trademarks, etc.)			

Research and Sponsored Programs

Contract Type	Delegated Authority	Sub-Delegated Authority	Source of Authority
Research, public service, scholarship and other creative sponsored activities contracts	Vice Chancellor for Research, Innovation and Economic Development	Associate Vice Chancellor for Research Administration Director of SPARCS Associate Director of SPARCS Senior Contract Negotiators with SPARCS	N.C.S.U. REG 01.20.02 § 4.2.1 and 4.2.2
Memorandum of Agreement used for sponsored programs of \$25,000 or Less	Vice Chancellor for Research, Innovation and Economic Development	Deans of all the Colleges and their Associate Deans for Research (or equivalent position)	N.C.S.U. REG 01.20.02 § 4.2.3

Proposals for	Vice Chancellor for	Associate Vice Chancellor	N.C.S.U. REG
research, public	Research, Innovation	for Research, Development	01.20.02 § 4.2.4
service, scholarship	and Economic	and Administration	
and other sponsored	Development		
creative activities	-	Director of Sponsored	
	Director of Sponsored	Programs	
	Programs And		
	Research Compliance	Director of Research	
	("SPARCS")	Compliance	
		- r	
		Associate/Assistant Director	
		of	
		SPARCS	
		Senior Contract Negotiators	
		within	
		SPARCS	
		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	
		autionity	

Settlement Agreements

Contract Type	Delegated	Sub-Delegated	Source of
	Authority	Authority	Authority
Settlement	Requires the	Requires the University to	N.C.S.U. REG
agreements involving	University to pay	pay Less than \$50,000	<u>01.20.02</u> § 4.6.5.1
EMPLOYEES	\$50,000 to \$75,000		
SUBJECT TO THE		Vice Chancellor for Finance	
PERSONNEL ACT	Chancellor	and Administration	
("SPA") where			
litigation is involved	Requires the		
	University to pay		
	<u>\$75,000 or Greater</u>		
	UNC Board of		
	Governors		
Settlement	Requires the	Requires the University to	N.C.S.U. REG
agreements involving	University to pay	pay Less than \$50,000	<u>01.20.02</u> § 4.6.5.2
Faculty where	<u>\$50,000 to \$75,000</u>		
litigation is involved		Executive Vice Chancellor	
	Chancellor	and Provost	

Requires the University to pay S75.000 or GreaterRequires the University to pay S80.000 to 375.000 CovernorsRequires the University to pay Less than \$50.000 Executive Officer having responsibility for the employee's unitN.C.S.U. REG D1.20.02 § 4.6.5.3Settlement agreements involving EMPLOYEES EXEMIT FROM THE PERSONNEL ACT(*EPA") where itigation is involvedVice Chancellor france and AdministrationRequires the University to pay S5.000 or GreaterN.C.S.U. REG D1.20.02 § 4.6.5.4Settlement agreements involving EMPLOYEES EXEMIT FROM THE PERSONNEL ACT (*SPA") where no money and no litigation is involvedVice Chancellor for Fnance and AdministrationN.C.S.U. REG D1.20.02 § 4.6.5.4Settlement agreements involving PACULTY Personnel and no litigation is involvedN.C.S.U. REG D1.20.02 § 4.6.5.5N.C.S.U. REG D1.20.02 § 4.6.5.5Settlement agreements involving NON- FACULTY EXEMITE ROM Itigation is involvedExecutive Vice Chancellor and ProvostN.C.S.U. REG D1.20.02 § 4.6.5.6Settlement agreements involving NON- FACULTY EXEMITE ROM Itigation is involvedVice Chancellor for Fnance and AdministrationN.C.S.U. REG D1.20.02 § 4.6.5.6Settlement agreements involvedVice Chancellor for Fnance and AdministrationN.C.S.U. REG D1.20.02 § 4.6.2.6Settlement agreements involvedVice Chancellor for Fnance and AdministrationN.C.S.U. REG D1.20.02 § 4.6.2Settlement agreements involvedVice Chancellor for Fnance and AdministrationN.C.S.U. REG D1.20.02 § 4.6.2Standard				1
NON-FACULTY EMPLOYEES EXEMPT FROM THE PERSONNEL ACT("EPA") where litigation is involved\$50,000 to \$75,000 Chancellor Requires the University to pay \$75,000 or GreaterExecutive Officer having responsibility for the employee's unitSettlement agreements involving BUBLCT TO THE PERSONNEL ACT ("SPA") where no money and no litigation is involvedVice Chancellor for Finance and AdministrationN.C.S.U. REG 01.20.02 § 4.6.5.4Settlement agreements involving BUBLCT TO THE PERSONNEL ACT ("SPA") where no money and no litigation is involvedExecutive Vice Chancellor and ProvostN.C.S.U. REG 01.20.02 § 4.6.5.5Settlement agreements involving FACULTY where no money and no litigation is involvedExecutive Vice Chancellor and ProvostN.C.S.U. REG 01.20.02 § 4.6.5.5Settlement agreements involving NON- FACULTY EXEMPT FROM THE PERSONNEL ACT ("EPA") where no money and no litigation is involvedVice Chancellor for Finance and AdministrationN.C.S.U. REG 01.20.02 § 4.6.5.6Settlement agreements not covered by §4.6.5Vice Chancellor for Finance and AdministrationN.C.S.U. REG 01.20.02 § 4.6.5.6Standard Release Forms Chancellor for Finance ald AdministrationVice Chancellor for Finance and AdministrationN.C.S.U. REG 01.20.02 § 4.6.2		UNC Board of Governors Requires the		
EMPLOYEES EXEMPT FROM THE PERSONNEL ACT("EPA") where litigation is involvedChancellorExecutive Officer having responsibility for the employee's unitSettlement 		• • •		
litigation is involvedInversity to pay \$75.000 or GreaterSettlement agreements involving EMPLOYEES SUBJECT TO THE PERSONNEL ACT ("SPA") where no money and no litigation is involvedVice Chancellor for Finance and AdministrationN.C.S.U. REG 01.20.02 § 4.6.5.4Settlement agreements involving FACULTY involving FACULTY Settlement agreements involving NON- FACULTY FACULTY EXEMPT FROM THE PERSONNEL ACT ("EPA") where no money and no litigation is involvedN.C.S.U. REG 01.20.02 § 4.6.5.5Executive Vice Chancellor and ProvostN.C.S.U. REG 01.20.02 § 4.6.5.6FACULTY for the employee's unitN.C.S.U. REG 01.20.02 § 4.6.5.6EXEMPT FROM THE PERSONNEL ACT ("EPA") where no money and no litigation is involvedN.C.S.U. REG 01.20.02 § 4.6.5.6Settlement agreements involving NON- FACULTY FACULTY FACULTY to rune employee's unitN.C.S.U. REG 01.20.02 § 4.6.5.6Statement agreements not covered by § 4.6.5Vice Chancellor for Finance and AdministrationStandard Release Forms Chancellor for Facility (Approved by theAssistant Vice Chancellor for Facility	EXEMPT FROM THE PERSONNEL		responsibility for the	
Settlement agreements involving EMPLOYEES SUBJECT TO THE 		University to pay		
AdministrationFinance and Administration01.20.02 § 4.6.5.4EMPLOYEESAdministration01.20.02 § 4.6.5.4SUBJECT TO THE PERSONNEL ACT ("SPA") where no money and no litigation is involvedN.C.S.U. REG 01.20.02 § 4.6.5.5Settlement agreements involving FACULTY where no money and no litigation is involvedExecutive Vice Chancellor and ProvostN.C.S.U. REG 01.20.02 § 4.6.5.5Settlement agreements involvedExecutive Officer having responsibility for the employee's unitN.C.S.U. REG 01.20.02 § 4.6.5.6FACULTY FACULTY EMPLOYEES EMPLOYEES extellment agreements intigation is involvedVice Chancellor for Finance and AdministrationN.C.S.U. REG 01.20.02 § 4.6.5.6Standard Release FormsAssistant Vice Chancellor for Finance and AdministrationN.C.S.U. REG 01.20.02 § 4.6.4				
("SPA") where no money and no litigation is involvedExecutive Vice Chancellor and ProvostN.C.S.U. REG 01.20.02 § 4.6.5.5Settlement agreements involving FACULTY where no money and no litigation is involvedExecutive Officer having responsibility for the employee's unitN.C.S.U. REG 01.20.02 § 4.6.5.6Settlement agreements involving NON- FACULTY FACULTY EMPLOYEES EXEMPT FROM THE PERSONNEL ACT ("EPA") where no money and no litigation is involvedN.C.S.U. REG 01.20.02 § 4.6.5.6Settlement agreements no covered by §4.6.5Vice Chancellor for Finance and AdministrationN.C.S.U. REG 01.20.02 § 4.6.2Standard Release FormsAssistant Vice Chancellor for Finance and AdministrationN.C.S.U. REG 01.20.02 § 4.6.4	agreements involving EMPLOYEES	Finance and		
involving FACULTY where no money and no litigation is involvedChancellor and Provost01.20.02 § 4.6.5.5Settlement agreements involving NON- FACULTY EMPLOYEES EMPLOYEES texempt FROM THE PERSONNEL ACT ("EPA") where no money and no litigation is involvedExecutive Officer having responsibility for the employee's unitN.C.S.U. REG 01.20.02 § 4.6.5.6Settlement agreements involving NON- FACULTY EMPLOYEES EMPLOYEES texempt FROM THE PERSONNEL ACT ("EPA") where no money and no litigation is involvedN.C.S.U. REG 01.20.02 § 4.6.2Settlement agreements not covered by §4.6.5Vice Chancellor for Finance and AdministrationN.C.S.U. REG 01.20.02 § 4.6.2Standard Release FormsAssistant Vice Chancellor for FacilityN.C.S.U. REG 01.20.02 § 4.6.4Kandard Release FormsAssistant Vice Chancellor for FacilityN.C.S.U. REG 01.20.02 § 4.6.4	("SPA") where no money and no			
involving NON- FACULTYhaving responsibility for the employee's unit01.20.02 § 4.6.5.6EMPLOYEES EXEMPT FROM THE PERSONNEL ACT ("EPA") where no money and no litigation is involved	involving FACULTY where no money and no litigation is	Chancellor and		
not covered by §4.6.5Finance and Administration01.20.02 § 4.6.2Standard ReleaseAssistant ViceN.C.S.U. REG 01.20.02 § 4.6.4FormsChancellor for Facility0perations(Approved by theOperationsImage: Constant of the second sec	involving NON- FACULTY EMPLOYEES EXEMPT FROM THE PERSONNEL ACT ("EPA") where no money and no litigation is involved	having responsibility for the employee's unit		01.20.02 § 4.6.5.6
FormsChancellor for Facility01.20.02 § 4.6.4(Approved by theOperations	Ũ	Finance and		
	Forms	Chancellor for Facility		
		Operations		

Counsel, where the University is paid actual damages for damage to real or personal property)	Associate Vice Chancellor and Dean for Academic Student Affairs for releases involving students		
Authority to settle	<u>Up to \$30,000</u>	<u>Up to \$15,000</u>	N.C.S.U. REG
workers compensation			<u>01.20.02</u> § 4.6.6
claims through	Associate Vice	Can be Further Sub-	
mediation settlement	Chancellor for Human	delegated	
agreements	Resources	-	

Special Business Agreements

Contract Type	Delegated Authority	Sub-Delegated Authority	Source of Authority
Design service, construction management, and construction contracts addendum	Vice Chancellor for Finance and Administration	Associate Vice Chancellor for Facilities	N.C.S.U. REG 01.20.02 § 4.7.2.13
Benefit vendor contracts for voluntary insurance benefit plans	Vice Chancellor for Finance and Administration	Associate Vice Chancellor for Human Resources	N.C.S.U. REG 01.20.02 § 4.7.2.14
Insurance applications and proof of loss forms	Vice Chancellor for Finance and Administration	Director of Insurance and Risk Management	N.C.S.U. REG 01.20.02 § 4.7.2.16
Outside counsel agreements for retaining attorneys and law firms	Vice Chancellor for Finance and Administration	Vice Chancellor and General Counsel	N.C.S.U. REG 01.20.02 § 4.7.2.17

Standard Form Agreements*

*These are fixed 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 Provost and Executive Vice Chancellor and Vice Chancellor for Finance and Business.

Contract Type	Delegated	Sub-Delegated	Source of
	Authority	Authority	Authority

	1		
Embryo transfer	Vice Chancellor for	Dean of the College of	N.C.S.U. REG
agreements	Finance and	Veterinary Medicine	<u>01.20.02</u> § 4.7.2.2
	Administration		
Facility Use	Vice Chancellor for	Director of Facilities and	N.C.S.U. REG
Agreements for	Finance and	Operations for the	01.20.02 § 4.7.2.4
Carmichael Complex	Administration	Carmichael Complex	
Standard Summer	Vice Chancellor for	Director of University	N.C.S.U. REG
Conference Housing	Finance and	Housing and Residence Life	01.20.02 § 4.7.2.6
Contracts	Administration		
Outdoor Education	Vice Chancellor for	Head of the Department of	N.C.S.U. REG
	Finance and	Physical Education	01.20.02 § 4.7.2.7
Classes Agreements	Administration		<u>••••••</u> 32.7
McKimmon Center	Vice Chancellor for	Provost for Continuing	N.C.S.U. REG
Use Agreements**	Finance and	Education, McKimmon	01.20.02 § 4.7.2.8
Use Agreements	Administration	Center For Extension and	<u></u> 3
		Continuing Education	
Performing Artists	Vice Chancellor for	Vice Chancellor and Dean	N.C.S.U. REG
Contracts	Finance and	for Academic and Student	01.20.02 § 4.7.2.9
Contracts	Administration	Affairs	
4-H camp use	Vice Chancellor for	Extension State 4-H	N.C.S.U. REG
agreements	Finance and	Leader	01.20.02 § 4.7.2.10
	Administration	4-H Camp Directors	
Consent agreements	Vice Chancellor for	Dean of the College of	N.C.S.U. REG
for the treatment of	Finance and	Veterinary Medicine	01.20.02 § 4.7.2.11
patients at the	Administration	vetermary weedenie	
Veterinary Teaching		Treating Veterinarian	
Hospital		Treating vetermanan	
Real Estate Crop	Vice Chancellor for	Director of Real Estate	N.C.S.U. REG
Agreements	Finance and		01.20.02 § 4.7.2.15
	Administration		
Centennial Campus	Vice Chancellor for	Associate Vice Chancellor	N.C.S.U. REG
facility use	Finance and	for Centennial Campus	01.20.02 § 4.7.2.18
agreements for	Administration	Development	
University users and			
Non-University users			

Technology Transfer

Contract Type	Delegated	Sub-Delegated	Source of
	Authority	Authority	Authority
Operation of the	Vice Chancellor for	Director of Technology	N.C.S.U. REG
University's	Research, Innovation	Transfer	01.20.02 § 4.3.1
Technology Transfer	and Economic		and 4.3.2
Program (Licenses,	Development		
Options,	_		
Confidentiality			
Agreements, Material			
Transfer, etc.)			