

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 Administration (All contracts which may be sub-delegated)	<u>N.C.S.U. REG 01.20.02</u> § 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

Contract Type	Delegated Authority	Sub-Delegated Authority	Source of 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 01.20.02</u> § 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	<u>N.C.S.U. REG 01.20.02</u> § 4.1.2

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

Contract Type	Delegated Authority	Sub-Delegated Authority	Source of Authority
Athletic Department contracts for athletic contests, 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	<u>N.C.S.U. REG 01.20.02</u> § 4.7.2.1

Employment Contracts

Contract Type	Delegated Authority	Sub-Delegated Authority	Source of 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 01.20.02</u> § 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 01.20.02</u> § 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 Administration		<u>N.C.S.U. REG 01.20.02</u> § 4.7.2.3
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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 01.20.02</u> § 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	<u>N.C.S.U. REG 01.20.02</u> § 4.5.2
Extension service agreements* where value Exceeds \$50,000	Executive Vice Chancellor and Provost		<u>N.C.S.U. REG 01.20.02</u> § 4.5.3

General Business Contracts

Contract Type	Delegated Authority	Sub-Delegated Authority	Source of 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	<u>N.C.S.U. REG 01.20.02</u> § 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	Vice Chancellor for Finance and Administration	Director for Materials Management	<u>N.C.S.U. REG 01.20.02</u> § 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	Vice Chancellor for Finance and Administration	Associate Vice Chancellor for Finance and Administration and University Treasurer	<u>N.C.S.U. REG 01.20.02</u> § 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	Vice Chancellor for Finance and Administration		<u>N.C.S.U. REG 01.20.02</u> § 4.7.1.5

Law Enforcement Contracts

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

Permission to Use University Name, Marks, Symbols and Copyright

Contract Type	Delegated Authority	Sub-Delegated Authority	Source of 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	<u>N.C.S.U. REG 01.20.02</u> § 4.3.2

license will generate revenues beyond direct cost recovery			
Permission to use copyrighted works such as text, graphics, photography, and similar copyrighted material	Executive Vice Chancellor and Provost	Director, Digital Scholarship and Publishing Center, NCSU Libraries	<u>N.C.S.U. REG 01.20.02</u> § 4.4.1
Operation of the University's Trademark Licensing Program (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, logos, and other trademarks, etc.)	Vice Chancellor for Finance and Administration	Director of NC State's Trademark Licensing Office	<u>N.C.S.U. REG 01.20.02</u> § 4.4.2

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	<u>N.C.S.U. REG 01.20.02</u> § 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)	<u>N.C.S.U. REG 01.20.02</u> § 4.2.3

Proposals for research, public service, scholarship and other sponsored creative activities	<p>Vice Chancellor for Research, Innovation and Economic Development</p> <p>Director of Sponsored Programs And Research Compliance (“SPARCS”)</p>	<p>Associate Vice Chancellor for Research, Development and Administration</p> <p>Director of Sponsored Programs</p> <p>Director of Research Compliance</p> <p>Associate/Assistant 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>	<u>N.C.S.U. REG 01.20.02</u> § 4.2.4
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Settlement Agreements

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

	<p><u>Requires the University to pay \$75,000 or Greater</u></p> <p>UNC Board of Governors</p>		
<p>Settlement agreements involving NON-FACULTY EMPLOYEES EXEMPT FROM THE PERSONNEL ACT (“EPA”) where litigation is involved</p>	<p><u>Requires the University to pay \$50,000 to \$75,000</u></p> <p>Chancellor</p> <p><u>Requires the University to pay \$75,000 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>	<p><u>N.C.S.U. REG 01.20.02</u> § 4.6.5.3</p>
<p>Settlement agreements involving EMPLOYEES SUBJECT TO THE PERSONNEL ACT (“SPA”) where no money and no litigation is involved</p>	<p>Vice Chancellor for Finance and Administration</p>		<p><u>N.C.S.U. REG 01.20.02</u> § 4.6.5.4</p>
<p>Settlement agreements involving FACULTY where no money and no litigation is involved</p>	<p>Executive Vice Chancellor and Provost</p>		<p><u>N.C.S.U. REG 01.20.02</u> § 4.6.5.5</p>
<p>Settlement agreements involving NON-FACULTY EMPLOYEES EXEMPT FROM THE PERSONNEL ACT (“EPA”) where no money and no litigation is involved</p>	<p>Executive Officer having responsibility for the employee's unit</p>		<p><u>N.C.S.U. REG 01.20.02</u> § 4.6.5.6</p>
<p>Settlement agreements not covered by §4.6.5</p>	<p>Vice Chancellor for Finance and Administration</p>		<p><u>N.C.S.U. REG 01.20.02</u> § 4.6.2</p>
<p>Standard Release Forms</p> <p>(Approved by the Office of General</p>	<p>Assistant Vice Chancellor for Facility Operations</p>		<p><u>N.C.S.U. REG 01.20.02</u> § 4.6.4</p>

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 workers compensation claims through mediation settlement agreements	Up to \$30,000 Associate Vice Chancellor for Human Resources	Up to \$15,000 Can be Further Sub-delegated	<u>N.C.S.U. REG 01.20.02</u> § 4.6.6

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	<u>N.C.S.U. REG 01.20.02</u> § 4.7.2.13
Benefit vendor contracts for voluntary insurance benefit plans	Vice Chancellor for Finance and Administration	Associate Vice Chancellor for Human Resources	<u>N.C.S.U. REG 01.20.02</u> § 4.7.2.14
Insurance applications and proof of loss forms	Vice Chancellor for Finance and Administration	Director of Insurance and Risk Management	<u>N.C.S.U. REG 01.20.02</u> § 4.7.2.16
Outside counsel agreements for retaining attorneys and law firms	Vice Chancellor for Finance and Administration	Vice Chancellor and General Counsel	<u>N.C.S.U. REG 01.20.02</u> § 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 Authority	Sub-Delegated Authority	Source of Authority
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Embryo transfer agreements	Vice Chancellor for Finance and Administration	Dean of the College of Veterinary Medicine	<u>N.C.S.U. REG 01.20.02</u> § 4.7.2.2
Facility Use Agreements for Carmichael Complex	Vice Chancellor for Finance and Administration	Director of Facilities and Operations for the Carmichael Complex	<u>N.C.S.U. REG 01.20.02</u> § 4.7.2.4
Standard Summer Conference Housing Contracts	Vice Chancellor for Finance and Administration	Director of University Housing and Residence Life	<u>N.C.S.U. REG 01.20.02</u> § 4.7.2.6
Outdoor Education Classes Agreements	Vice Chancellor for Finance and Administration	Head of the Department of Physical Education	<u>N.C.S.U. REG 01.20.02</u> § 4.7.2.7
McKimmon Center Use Agreements**	Vice Chancellor for Finance and Administration	Provost for Continuing Education, McKimmon Center For Extension and Continuing Education	<u>N.C.S.U. REG 01.20.02</u> § 4.7.2.8
Performing Artists Contracts	Vice Chancellor for Finance and Administration	Vice Chancellor and Dean for Academic and Student Affairs	<u>N.C.S.U. REG 01.20.02</u> § 4.7.2.9
4-H camp use agreements	Vice Chancellor for Finance and Administration	Extension State 4-H Leader 4-H Camp Directors	<u>N.C.S.U. REG 01.20.02</u> § 4.7.2.10
Consent agreements for the treatment of patients at the Veterinary Teaching Hospital	Vice Chancellor for Finance and Administration	Dean of the College of Veterinary Medicine Treating Veterinarian	<u>N.C.S.U. REG 01.20.02</u> § 4.7.2.11
Real Estate Crop Agreements	Vice Chancellor for Finance and Administration	Director of Real Estate	<u>N.C.S.U. REG 01.20.02</u> § 4.7.2.15
Centennial Campus facility use agreements for University users and Non-University users	Vice Chancellor for Finance and Administration	Associate Vice Chancellor for Centennial Campus Development	<u>N.C.S.U. REG 01.20.02</u> § 4.7.2.18

Technology Transfer

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