

Listing of Delegations of Signature Authority for Contracts

(Return to [REG01.20.2 Procedures for Delegation of Authority to Sign Contract](#))

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Related Policies:

[Purchasing Regulations](#)

[NCSU REG07.05.02 - Procedures for Small Purchases](#)

[NCSU REG01.20.1 -Delegations of Authority for Appointments, Compensation and Other Personnel Actions for Employees Exempt from the State Personnel Act \(EPA\)](#)

Additional References: Legal Topics: [Contracts and Purchasing](#)

Contact for Info: Vice Chancellor and General Counsel (919-515-3071) [Office of Legal Affairs](#)

Pursuant to [REG01.20.2 - Delegation of Authority to Sign Contracts](#), the Chancellor has delegated to certain University executive officers signature authority for contracts involving the commitment of financial, academic, and physical resources of North Carolina State University, including but not limited to purchases, use of facilities, sponsored programs, and other contracts requiring performance by NCSU. This regulation does not cover employment contracts. Employment Contracts are covered by [REG01.20.1 - Delegations of Authority for Appointments, Compensation and Other Personnel Actions for Employees Exempt from the State Personnel Act \(EPA\)](#).

No delegation (or sub-delegation of authority, if authorized) to sign contracts that are covered by [REG01.20.2- Delegation of Authority to Sign Contracts](#) is effective unless and until it has been reviewed by Legal Affairs and published in this document.

1. CHANCELLOR'S AUTHORITY

- 1.1 The Chancellor has inherent authority to sign all contracts as part of the powers provided and governed by N.C. Gen. Stat. 116-34(a) and Section 502A of The Code of the Board of Governors of the University of North Carolina. This authority is retained and may be exercised notwithstanding delegations of authority to sign certain contracts to other administrative officers.

2. CHANCELLOR'S DELEGATIONS OF AUTHORITY

- 2.1 Provost and Executive Vice Chancellor. The Provost and Executive Vice Chancellor has authority to sign contracts related to academic exchange agreements and academic cooperative agreements that do not involve purchases of goods or services by NC State and that are not sponsored programs.
- 2.2 Vice Chancellor for Finance and Business. The Vice Chancellor for Finance and Business has authority to sign all contracts not delegated to another administrative officer.
- 2.3 Vice Chancellor for Research and Graduate Studies
 - 2.3.1 Vice Chancellor for Research and Graduate Studies. The Vice Chancellor for Research and Graduate Studies has authority to sign contracts, grants, and agreements for experimental, developmental, and research projects that qualify as sponsored programs. Sponsored programs are those that are separately financed in whole or in part by external agencies and are carried out under terms of agreements between the sponsoring agencies and the University.
 - 2.3.2 Vice Chancellor for Research and Graduate Studies. The Vice Chancellor for Research and Graduate Studies also has authority to sign agreements and documents necessary for the operation of the university technology transfer program, such as licenses, options, confidentiality agreements, material transfer agreements and documents required by the US Patent and Trademark Office.
 - 2.3.3 Vice Chancellor for Research and Graduate Studies. The Vice Chancellor for Research and Graduate Studies has the delegated authority to grant exemptions to claiming maximum allowable indirect costs, which authority may be further delegated to Research and Graduate Studies personnel pursuant to procedures set forth in Section 3 of NCSU Regulation 01.20.2 – Delegation of Authority to Sign Contracts.
- 2.4 Dean of the College of Agriculture and Life Sciences. The Dean of the College of Agriculture and Life Sciences has authority to sign County Extension Memoranda of Understanding between NC State Cooperative Extension, NC A&T Cooperative Extension and the County Commissioners of each of the counties. The Dean may not further delegate this signature authority.

3. DELEGATIONS FROM THE VICE CHANCELLOR FOR FINANCE AND BUSINESS

- 3.1 The Assistant Director for Materials Management, the Director for Materials Management, and the Associate Vice Chancellor for Financial Services have delegated authority to approve the following contracts:
 - 3.1.1 Assistant Director for Materials Management. The Assistant Director for Materials Management has authority to sign standard university generated

contracts and agreements previously approved as to form and legal sufficiency by the Office of Legal Affairs for use by campus departments, or contracts originating from vendors requiring only minor business modifications, where the monetary consideration is between \$0 and \$5000.

- 3.1.2 Director for Materials Management. The Director for Materials Management has authority to sign contracts up to \$50,000.
- 3.1.3 Associate Vice Chancellor for Financial Services. The Associate Vice Chancellor for Financial Services has authority to sign contracts above \$50,000 after review by the Office of Legal Affairs. All purchases of \$250,000 must also be reviewed by the State Division of Purchases and Contracts.

These delegations include signature authority over revenue producing contracts (including analysis and testing agreements) as well as purchasing contracts. Excluded from this delegation is the authority to sign contracts and agreements for sponsored program, for construction and design, for real property transactions, technology transfer agreements, and for personnel appointments.

- 3.2 Extension State 4-H Leader. The Extension State 4-H Leader has authority to sign standard use agreements for 4-H camps and centers. Use of non-standard agreements must be approved by Legal Affairs.
- 3.3 Director of Athletics. The Director of Athletics is authorized to sign (a) contracts for athletic contests involving NCSU's varsity sports teams, (b) contracts for hotel rooms and charter bus services used by NC State's varsity sports teams. As part of this authorization the Director of Athletics is required to make sure that all contracts follow University and State guidelines and that all necessary insurance coverages are in force. The Director of Athletics has authority to further delegate this authority to Athletics personnel pursuant to procedures set forth in Section 3 of NCSU Regulation 01.20.2 – Delegation of Authority to Sign Contracts.
- 3.4 Chair of the Department of Physical Education. The Chair of the Department of Physical Education has authority to sign standard facilities use agreements for Physical Education facilities.
- 3.5 Director of Housing and Residence Life. The Director of Housing and Residence Life has authority to sign standard Summer Conference Housing Contracts. Modifications to the contract must be approved by Legal Affairs.
- 3.6 Vice Chancellor for Extension and Engagement. The Vice Chancellor for Extension and Engagement has authority to sign standard McKimmon Center Use Agreements on behalf of NC State University. Changes to the standard agreement must be approved by Legal Affairs.

- 3.6.1 Vice Chancellor for Extension and Engagement. The Vice Chancellor for Extension and Engagement further delegates authority to the Assistant Vice Chancellor for Extension and Engagement, McKimmon Center for Extension and Continuing Education to sign McKimmon Center Use agreements on behalf of NC State University. This delegation is effective for only the university's approved standard form use agreement for McKimmon Center, which has been approved for form and legal sufficiency by the Office of Legal Affairs. Changes to this agreement must be reviewed by the Office of Legal Affairs and approved by the Vice Chancellor for Extension and Engagement and Finance and Business.
- 3.7 Dean of the College of Veterinary Medicine. The Dean of the College of Veterinary Medicine has authority to sign embryo transfer agreements on behalf of NC State University. This delegation is effective only for the university's approved standard form agreement, which has been approved by the Office of Legal Affairs for form and sufficiency. If any changes to this agreement are made, they must be reviewed by the Office of Legal Affairs and approved by the Vice Chancellor for Finance and Business before it may be signed. The Dean of the College of Veterinary Medicine may further delegate this authority to college personnel pursuant to procedures set forth in Section 3 of the NCSU Regulation 01.20.2 – Delegation of Authority to Sign Contracts.
- 3.8 Chief of the Campus Police. The Chief of the Campus Police has the authority to sign mutual aid agreements with other law enforcement agencies for the purpose of mutual assistance and shall have all the powers and authority as described in N.C. General Statute Section 160A-288 and Section 90-95.2. The Chief of the Campus Police may further delegate this authority pursuant to the procedures set forth in Section 3 of the NCSU Regulation 01.20.2 - Delegation of Authority to Sign Contracts.

4. DELEGATIONS FROM THE PROVOST AND EXECUTIVE VICE CHANCELLOR

- 4.1 Senior Vice Provost for Academic Affairs. The Senior Vice Provost for Academic Affairs has authority, in the absence of the Provost, to sign contracts and agreements that the Provost is empowered to sign. This excludes those contracts and agreements negotiated by the Senior Vice Provost.
- 4.1.1 The Senior Vice Provost for Academic Affairs also has authority to sign standard academic cooperation agreements between NC State and other entities provided said agreements do not involve the purchase of goods or services by NC State and are not sponsored programs. The Senior Vice Provost may not further delegate this signature authority.
- 4.2 Dean of the College of Agriculture and Life Sciences. The Dean of the College of Agriculture and Life Sciences has authority to sign standard academic cooperation agreements between the North Carolina Agriculture Research Service (NCARS),

the North Carolina Department of Agriculture and Consumer Services and public school systems for the placement of students at research stations provided said agreements do not involve the purchase of goods or services by NC State and are not sponsored programs. The Dean of the College of Agriculture and Life Sciences may further delegate this signature authority to personnel pursuant to procedures set forth in Section 3 of the NCSU Regulation 01.20.2 – Delegation of Authority to Sign Contracts.

5. DELEGATIONS FROM THE VICE CHANCELLOR FOR RESEARCH AND GRADUATE STUDIES

5.1 Vice Chancellor for Research and Graduate Studies. The Vice Chancellor for Research and Graduate Studies delegates signature authority to approve and submit sponsored research grants, contracts and cooperative agreements annually upon approval of the President of the University of North Carolina. Positions granted such signature authority effective as of September 1, 2000, are:

5.1.1 Assistant Vice Chancellor for Sponsored Programs and Regulatory Compliance;

5.1.2 Assistant Vice Chancellor for Research Commercialization

5.1.3 Manager for Industry Research.

5.2 Vice Chancellor for Research and Graduate Studies. The Vice Chancellor for Research and Graduate Studies delegates to the Associate Vice Chancellor for Technology Development and Innovation the authority to sign agreements and documents necessary for the operation of the university technology transfer program, such as licenses, options, confidentiality agreements, material transfer agreements and documents required for the prosecution and maintenance of University intellectual property rights.

5.2.1 The Assistant Vice Chancellor for Research Commercialization delegates to the Director of Licensing the authority to sign agreements and documents necessary for the operation of the university technology transfer program, such as licenses, options, confidentiality agreements, material transfer agreements and documents required for the prosecution and maintenance of University intellectual property rights.

5.3 The Assistant Vice Chancellor for Research Commercialization and the Director of Licensing may sign patent office documents required in connection with the university's technology transfer program.

5.4 Vice Chancellor for Research and Graduate Studies. The Vice Chancellor for Research and Graduate Studies delegates signature authority to the Deans of all the Colleges and to their Associate Deans for Research for the standard

Memorandum of Agreement that is used for sponsored programs of \$25,000 or less (including overhead).