

**AUTHORITY TO SIGN CONTRACTS AND OTHER OFFICIAL DOCUMENTS
ON BEHALF OF THE UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE**

Supplemental to [University Policy 603.1, Authority to Sign Contracts and Other Official Documents](#)

Last updated September 18, 2020

This chart is the authoritative document of the individuals to whom the Chancellor has delegated signature authority for University contracts and other official documents. Please contact the Office of Legal Affairs with questions or concerns.

Part I: Campus Officials Authorized to Sign Contracts and Cooperative Agreements Related to Technology Transfer and Sponsored Programs (External Grants and Contract Funding)*	
<u>OFFICER</u>	<u>AUTHORITY</u>
<p>Vice Chancellor for Research and Economic Development</p> <p>Equivalents: Director, Proposal Development Director, Research Services and Outreach Executive Director, Grants and Contracts Administration Senior Contracting Manager, Grants and Contracts Administration Senior Contracting Negotiator, Grants and Contracts Administration</p>	<p>To sign research contracts and agreements that provide for</p> <p>(1) research to be conducted by the University; or</p> <p>(2) research to be sponsored by the University and conducted by another entity on behalf of the University.</p>
<p>Vice Chancellor for Research and Economic Development</p> <p>Executive Director, Office of Research Commercialization and Development</p> <p>Senior Associate Executive Director, Office of Research Commercialization and Development</p>	<p>(A) To sign confidential disclosure agreements and nondisclosure agreements related to: (1) research to be conducted or proposed to be conducted by the University; (2) research to be sponsored by the University and conducted by another entity on behalf of the University; or (3) technology development and/or transfer that involves the University.</p> <p>(B) To sign all patent applications and other related documentation, including all "Verified Statements Claiming Small Entity Status (37 CFR 1.9(f) & 1.27(d))—Nonprofit Organization" forms required by the U.S. Patent and Trademark Office.</p> <p>(C) To sign Material Transfer Agreements on behalf of the University.</p>

*The Chancellor, the Vice Chancellor for Business Affairs and the Provost are authorized to sign all of the contracts and agreements referenced in this Part I in the absence of authorized officials listed herein.

Part II: Campus Officials Authorized to Sign Non-Research Contracts and Official Documents on Behalf of the University of North Carolina at Charlotte

University-Wide Authority

Officer	Authority
Chancellor	To sign all contracts and agreements for the University.
Vice Chancellor for Business Affairs Provost and Vice Chancellor for Academic Affairs <i>(temporary, until end of stay-at-home order)</i> Chief of Staff Alternate, except for consulting services: Associate Vice Chancellor for Finance	To sign all contracts, agreements, and other official documents that the Chancellor is authorized to sign, consistent with the requirements of the Board of Trustees, and to approve requests for consulting services.
Chief of Staff	To sign copies of all minutes, papers and documents on behalf of the Board of Trustees.
The Vice Chancellors, the Chief of Staff, and the Director of Athletics	To sign personnel actions: specified offers of appointment, notices, and payroll action forms on behalf of the Chancellor.

Academic Affairs

Officer	Authority
Provost and Vice Chancellor for Academic Affairs	To sign: (1) all documents that fall within the purview of Academic Affairs; (2) consulting contracts for instructional services, curriculum development and conducting academically-oriented research; (3) all dual degree program contracts and agreements.
Associate Provost for Academic Budget and Personnel	To sign notices, payroll action forms, and faculty teleworking agreements on behalf of the Provost.
Vice Chancellor for Information Technology & Chief Information Officer (CIO)	To sign contracts and agreements for Information Systems services and products on behalf of the University.
Assistant Vice Chancellor for Planning & Administration, Information Technology Services	To sign Statements of Work with vendors for which the University has a contract that was signed under authority of the Vice Chancellor for Information Technology & CIO.
Vice Chancellor for Research & Economic Development Equivalent for (1): Executive Director of Grants and Contracts Administration	To sign: (1) agreements to access instrumentation and technical services contracts; (2) agreements that dispose of real property or space within any building on the CRI/Millennial Campus by easement, lease or other rental agreement.
Executive Director, Office of Research Commercialization and Development	To sign: (1) inter-institutional agreements and joint intellectual property agreements with other entities for the patenting and licensing of intellectual property; (2) license or trademark agreements on behalf of the University.

<p>Dean, Belk College of Business</p> <p>Equivalent for (1) and (2), except for tenure-line faculty and others with professorial titles: Senior Associate Dean, Belk College of Business</p> <p>Equivalent for (1): Director of Finance and Personnel, Belk College of Business</p>	<p>To sign: (1) domestic articulation agreements or domestic collaboration/affiliation agreements, including clinical practicum or field placement agreements, for the Belk College of Business; (2) personnel actions and specified offers of appointment and notices for the Belk College of Business.</p>
<p>Dean, College of Arts & Architecture</p> <p>Equivalent for (1) and (3): Director of Business Affairs, College of Arts & Architecture</p> <p>Equivalent for (3): Associate Dean of Performing Arts Services</p>	<p>To sign: (1) domestic articulation agreements or domestic collaboration/affiliation agreements, including clinical practicum or field placement agreements, for the College of Arts & Architecture; (2) personnel actions and specified offers of appointment and notices for the College of Arts & Architecture; (3) facility license agreements for Robinson Hall and any other physical spaces controlled by the College of Arts & Architecture.</p>
<p>Dean, College of Computing & Informatics</p> <p>Equivalents for (1): Associate Deans, College of Computing & Informatics Business Officer, College of Computing & Informatics</p>	<p>To sign: (1) domestic articulation agreements or domestic collaboration/affiliation agreements, including clinical practicum or field placement agreements, for the College of Computing & Informatics; (2) personnel actions and specified offers of appointment and notices for the College of Computing & Informatics.</p>
<p>Dean, Cato College of Education</p> <p>Equivalent for (1): Business Officer, College of Education</p>	<p>To sign: (1) domestic articulation agreements or domestic collaboration/affiliation agreements, including clinical practicum or field placement agreements, for the College of Education; (2) personnel actions and specified offers of appointment and notices for the College of Education.</p>
<p>Dean, College of Health & Human Services</p> <p>Equivalent for (1) and (2), except for tenure-line faculty and others with professorial titles: Senior Associate Dean for Academic Affairs, College of Health & Human Services</p> <p>Equivalent for (1): Business Officer, College of Health & Human Services</p>	<p>To sign: (1) domestic articulation agreements or domestic collaboration/affiliation agreements, including clinical practicum or field placement agreements, for the College of Health & Human Services; (2) personnel actions and specified offers of appointment and notices for the College of Health & Human Services.</p>
<p>Dean, College of Liberal Arts & Sciences</p> <p>Equivalents for (1): Senior Associate Dean, College of Liberal Arts & Sciences Business Officer, College of Liberal Arts & Sciences</p>	<p>To sign: (1) domestic articulation agreements or domestic collaboration/affiliation agreements, including clinical practicum or field placement agreements, for the College of Liberal Arts & Sciences; (2) personnel actions and specified offers of appointment and notices for the College of Liberal Arts & Sciences.</p>
<p>Dean, Lee College of Engineering</p> <p>Equivalent for (1) and (2), except for tenure-line faculty and others with professorial titles: Senior Associate Dean, Lee College of Engineering</p> <p>Equivalent for (1): Business Officer, Lee College of Engineering</p>	<p>To sign: (1) domestic articulation agreements or domestic collaboration/affiliation agreements, including clinical practicum or field placement agreements, for the Lee College of Engineering; (2) personnel actions and specified offers of appointment and notices for the Lee College of Engineering.</p>

Dean, The Graduate School Equivalent for (1): Business Officer, The Graduate School	To sign: (1) domestic articulation agreements or domestic collaboration/affiliation agreements, including clinical practicum or field placement agreements, for the Graduate School; (2) personnel actions and specified offers of appointment and notices for the Graduate School.
Dean of the Library	To sign agreements for library-specific: services, software, resources, databases, and deeds of gifts.
Associate Provost for Metropolitan Studies and Extended Academic Programs Business Officer for Metropolitan Studies and Extended Academic Programs	To sign: (1) domestic articulation agreements or domestic collaboration/affiliation agreements for Metropolitan Studies; (2) any agreement that the Director of Continuing Education is authorized to sign.
Director of Continuing Education, Extended Academic Programs Alternate: Director of Operations, Extended Academic Programs	To sign: (1) contracts for University purchase of instructional services from a named individual or independent contractor, pursuant to a University standard form agreement; (2) contracts for University sale of instructional services pursuant to a University standard form agreement where total receipts under the contract cannot exceed \$250,000.
Assistant Provost for International Programs	To sign: (1) all documents that fall within the purview of International Programs; (2) memoranda of understanding and cooperation between the University and international universities; (3) exchange agreements.
Director, International Student and Scholar Office (ISSO) Equivalent: International Scholar Advisor, ISSO Associate Director, ISSO SEVIS Coordinator, ISSO	To sign: (1) University applications and documents and any certifications to the federal government relating to nonresident alien students, faculty, and staff; (2) documents requiring the approval of the Principal Designated School Official (PDSO) and/or the Responsible Officer (RO).
Assistant Director, University Career Center Alternates: Director, University Career Center Associate Director, University Career Center	To sign contracts and agreements between the University and employers who agree to participate in the Career Center's Co-op and Internship Programs.
Director of Executive Education Program Alternate: Dean, Belk College of Business	To sign: (1) contracts for University purchase of instructional services from a named individual or independent contractor, pursuant to a University standard form agreement; (2) contracts for University sale of instructional services pursuant to a University standard form agreement where total receipts under the contract cannot exceed \$250,000.
Associate Provost for Enrollment Management	To sign Federal Work-Study Program Community Service Agreements between UNC Charlotte for its Office of Financial Aid and federal agencies
Athletics	
Officer	Authority

<p>Director of Athletics</p> <p>Deputy Athletic Director</p>	<p>To sign: (1) checks on a revolving travel advance account; to initiate purchases for the Athletics Department where a single item does not exceed \$10,000, and for single items greater than \$10,000 with written approval of the Chancellor; (2) contracts for the normal day-to-day operations of the Athletics Department such as contracts for: game, NCAA and conference, sports marketing, apparel, and radio and television.</p>
<p>Associate Athletic Director for Compliance and Student Athlete Development</p> <p>Equivalents: Director of Athletics Senior Woman Administrator (SWA)</p>	<p>To sign certifications on behalf of the Athletics Department to the NCAA or conference officials with respect to athletics compliance obligations.</p>
<p>Faculty Athletics Representative (FAR)</p> <p>Equivalents: Chancellor Vice Chancellor for Institutional Integrity and General Counsel</p>	<p>To sign certifications on behalf of the University to the NCAA or conference officials with respect to athletics compliance obligations when such certification is required to be outside the Athletics Department.</p>
Business Affairs	
Officer	Authority
<p>Vice Chancellor for Business Affairs</p>	<p>See University-Wide Authority section above.</p>
<p>Associate Vice Chancellor for Finance</p> <p>Alternate: Controller</p>	<p>See University-Wide Authority section above.</p>
<p>Associate Vice Chancellor for Business Services</p>	<p>To sign: (1) contracts on behalf of the University that are within the purview of the Business Services division and that do not equal or exceed \$250,000; (2) amendments, addenda, or scopes of work related to Business Services contracts that do not significantly alter the scope or financial commitment of the original contract; (3) applications to or agreements with the North Carolina Alcoholic Beverage Control (ABC) Commission; (4) documents approving and paying any vehicular damage tort claim settlement up to \$2,500 in value (see Chancellor memo dated 10/4/2016).</p>
<p>Associate Vice Chancellor for Human Resources and University Affirmative Action Officer</p> <p>Executive Director of Human Resources for EHRA Non-faculty Administration, Employee Relations, and Compliance</p>	<p>To sign: (1) University settlement recommendations arising out of mediation of Equal Employment Opportunity Commission (EEOC) and Office of Administrative Hearings (OAH) cases after the terms of settlement have been reviewed by the Office of Legal Affairs; (2) SHRA and EHRA appointment letters, separation letters, and teleworking agreements for all staff, excluding Tier I Senior Academic and Administrative Officers.</p>

Associate Vice Chancellor for Safety and Security	To sign: (1) agreements on behalf of the University with the Federal HHS Centers for Medicare and Medicaid Services (CMS) for reporting workers' compensation payments to Medicare beneficiaries; (2) agreements related to public safety equipment rental or maintenance; (3) agreements and certification documents concerning motor vehicle record or criminal background checks of University employees; (4) approval and payment of any tort claim settlements of up to \$5,000.
Director, Materials Management Alternates for (1) only: Purchasing Manager Purchasing Agents	To sign: (1) purchase orders, as provided in University Policy 601.11, Purchasing Policy; (2) equipment loan and transfer agreements that do not involve grant-related sources of funds; (3) contracts up to \$25,000.
Institutional Integrity	
Officer	Authority
Vice Chancellor for Institutional Integrity and General Counsel Equivalent for (4) only: Chief Compliance Officer	To sign: (1) documentation on behalf of the University related to acceptance of legal process; (2) legal opinions or certifications on behalf of the University; (3) contracts related to engaging the service of outside counsel; and (4) documents or certifications related to compliance with the State Government Ethics Act or other ethics matters.
Student Affairs	
Officer	Authority
Vice Chancellor for Student Affairs	To sign all documents that fall within the purview of the Division of Student Affairs.
Associate Vice Chancellor for Student Affairs	To sign all documents that fall within the purview of the Student Venues & Engagement
Assistant Vice Chancellor for Student Affairs	To sign: (1) all documents that fall within the purview of Student Venues & Engagement; (2) art exhibition contracts for Student Venues & Engagement facilities; (3) entertainment contracts for all Student Affairs units and for all other campus units and organizations that utilize Student Venues & Engagement facilities or student activity fees for entertainment events, or that request assistance with entertainment contracts.
Associate Director for Student Involvement Alternate: Director for Student Involvement	To sign contracts related to student organization registration.
Assistant Director of Student Niner Media (Marketing Advisor) Alternate: Director of Student Niner Media (Media Advisor)	To sign contracts between advertisers and the University Student Niner Media for advertisements that are to appear in UNC Charlotte student products and special events.

<p>Associate Director, Venture Outdoor Leadership</p> <p>Equivalent:</p> <p>Director, Venture Outdoor Leadership</p>	<p>To sign contracts with external entities for provision of Venture Outdoor Program services.</p>
<p>Director of Recreational Services</p> <p>Senior Associate Director of Recreational Services</p>	<p>To sign: (1) league agreements, applications, and other forms and documentation related to club sports teams; (2) fitness agreements for programmed services; (3) agreements with recreational services companies for marketing/sampling products to students; (4) agreements for equipment demonstrations that take place prior to purchase; (5) agreements with special events venues for events organized through Recreational Services.</p>
<p>Director of the Popp Martin Student Union and Cone University Center</p> <p>Alternate for (2):</p> <p>Assistant Vice Chancellor for Student Affairs</p>	<p>To sign: (1) all documents that fall within the purview of the Student Union, Cone University Center; (2) contracts and agreements for art exhibits in the Student Union and Cone University Center; (3) Niner Tech contracts and agreements.</p>
<p>Director, Conferences, Reservations, and Event Services (CRES)</p> <p>Equivalent:</p> <p>Assistant Directors, CRES</p> <p>Alternate:</p> <p>Associate Director, CRES (Reservations)</p>	<p>To sign University conference contracts that originate through the University Conference, Reservations, and Event Services Office.</p>
<p>Director, Student Activity Center and Venue Management</p>	<p>To sign: (1) entertainment, conference and facilities use, and advertisement contracts for campus multi-use recreational facilities; (2) settlement sheets for entertainment contracts and rental agreements related to campus multi-use recreational facilities; (3) rental agreements to rent equipment and/or services for events.</p>
<p>Associate Vice Chancellor for Student Affairs (with authority over the Student Health Center)</p>	<p>To sign Business Associate Agreements between the Student Health Center and third parties in accordance with the Health Insurance Portability and Accountability Act (HIPAA).</p>
University Advancement	
Officer	Authority
<p>Vice Chancellor for University Advancement</p> <p>Equivalent for (3) and (4):</p> <p>Special Assistant to the Chancellor for Constituent Relations</p> <p>Alternate for (3) and (4):</p> <p>Director of Community Relations</p>	<p>To sign: (1) all documents that fall within the purview of University Advancement; (2) applications to or agreements with the North Carolina Alcoholic Beverage Control (ABC) Commission; (3) agreements establishing University-sponsored events, outreach receptions, and tables; (4) agreements establishing donations to agencies in return for sponsorships or mention in the agencies' publications.</p>

<p>Associate Vice Chancellor of Communications</p>	<p>To sign: (1) agreements and contracts related to Communications strategies, marketing, and advertising for the University; (2) agreements related to broadcasting and cable TV on behalf of the University; (3) location use agreements.</p>
<p>Director of Alumni Affairs</p> <p>Alternate: Associate Director of Alumni Affairs</p>	<p>To sign: (1) contracts for facility rentals (hotel meeting rooms), bands, and speakers for Alumni events, services, and programs for Alumni Affairs; (2) University event contracts that originate through the Harris Alumni Center and the Hauser Alumni Pavilion for event purposes.</p>