

**PRESIDENTIAL DIRECTIVE
THE UNIVERSITY OF WYOMING
3-2014-1**

Revised January 22, 2018

SUBJECT: Signature Authority

1. **General information.** The University is a large institution that produces over 2,000 contracts and agreements per year. In order to manage the risk and liability associated with this type of enterprise, only a few individuals have authority to bind the University.
2. **Purpose.** The directives below are intended to identify officers of the University, as defined in UW Regulation 1-1, that have signature authority on behalf of the University.
3. **Officers; signature authority.**

President. Pursuant to UW Regulation 3-1 (Signature Authority), the President has the authority to sign University contracts, federal contracts, agreements, memorandums of understanding, and procurements that involve an external party, require consideration (paid or received) valued less than \$1,000,000 (one-time or in aggregate) and for which the term is less than five (5) years. Per this Presidential Directive and subject to further delegation, the President delegates this authority to the officers listed below for such contracts, federal contracts, agreements, memorandums of understanding, and procurements that require consideration (paid or received) valued less than \$500,000 (one-time or in aggregate) and for which the term is less than five (5) years.

- a. **Vice President for Administration.** The Vice President for Administration has the authority to sign routine business transactions, including, but not limited to, the following:
 - i. Agreements for the purchase or lease of equipment;
 - ii. Agreements for printing and publishing services;
 - iii. Agreements for professional services for construction of facilities (architects, engineers, surveyors, etc.), construction contracts, and change orders;
 - iv. Agreements for services, including personal services agreements;
 - v. Agreements involving real property or mineral interests, including financing, sale, purchase, lease or easements of any type;
 - vi. Consulting agreements;
 - vii. Facilities use agreements;
 - viii. Hotel and banquet event order agreements;
 - ix. Memorandums of agreement/understanding involving an exchange of money; and
 - x. Trademark licensing agreements.
- b. **Provost and Vice President for Academic Affairs.** The Provost and Vice President for Academic Affairs has the authority to sign routine agreements involving academic units, including, but not limited to, the following:
 - i. Agreements for services, including personal services agreements, involving an academic unit;
 - ii. Cooperative educational agreements;
 - iii. Hotel and banquet event order agreements involving an academic unit;
 - iv. International exchange agreements;
 - v. Lending agreements (UW Art Museum);
 - vi. Memorandums of agreement/understanding involving an academic unit;
 - vii. Performance contracts involving an academic unit; and

- viii. Presenter agreements involving an academic unit.
- c. **Vice President for Governmental and Community Affairs.** The Vice President for Governmental and Community Affairs has the authority to sign routine agreements involving marketing or communications, including, but not limited to, the following:
 - i. Advertising agreements;
 - ii. Agreements for services, including personal services agreements, involving marketing or communications; and
 - iii. Website creation or design.
- d. **Vice President for Information Technology.** The Vice President for Information Technology has the authority to sign routine agreements involving information technology, including, but not limited to, the following:
 - i. Agreements for services, including personal services agreements, involving information technology;
 - ii. Software license and maintenance agreements; and
 - iii. Software and hardware purchases.
- e. **Vice President for Research and Economic Development.** The Vice President for Research and Economic Development has the authority to sign routine agreements involving research grants and economic development units, including, but not limited to, the following:
 - i. Agreements for services, including personal services agreements, involving research grants and economic development units;
 - ii. Agreements involving technology protection, licensing and transfer;
 - iii. Federal, state, local government and private contracts and grants,
 - iv. Material transfer agreements;
 - v. Non-disclosure agreements; and
 - vi. Agreements with the Office of Research and Economic Development reporting entities.
- f. **Vice President for Student Affairs.** The Vice President for Student Affairs has the authority to sign routine agreements involving student affairs units, including, but not limited to, the following:
 - i. Agreements for services, including personal services agreements, involving a student affairs unit;
 - ii. Hotel and banquet event order agreements involving a student affairs unit;
 - iii. Performance contracts involving a student affairs unit;
 - iv. Presenter agreements involving a student affairs unit; and
 - v. Student housing lease agreements.
- g. **Director of Intercollegiate Athletics.** The Director of Intercollegiate Athletics has the authority to sign routine agreements involving athletics, including, but not limited to, the following:
 - i. Agreements for services, including personal services agreements, involving athletics;
 - ii. Athletics banquet order event requests;
 - iii. Athletics facilities use agreements;

January 22, 2018

Subject: Signature Authority

Page 3

- iv. Cowboy Joe Club agreements;
 - v. Game scheduling agreements; and
 - vi. Sports apparel agreements.
- h. **General Counsel.** The General Counsel has the authority to sign agreements engaging outside counsel and for services designated as attorney work product.
4. **Delegation of signature authority.** Officers with signature authority may delegate their signing authority to other employee(s) within their units, with prior written approval of the President. This delegation must be in writing.
5. **Review process.** The Office of General Counsel reviews contracts and agreements for legal issues and concerns. The Office of Risk Management may also review contracts and agreements, as appropriate, for insurance requirements. The contracting unit is responsible for (1) looking at the purpose of each agreement and questioning those that may not best serve the University's interests; (2) reviewing the business and technical terms of the agreement; and (3) submitting the agreement to the Office of General Counsel through the online module.
6. **Record-keeping.** It is strongly advised that each officer with signature authority keep a copy and log of each signed agreement.

Approved



Laurie S. Nichols
University President



Date

Source:

Originally approved July 28, 2014