

# OLD DOMINION UNIVERSITY

## University Policy

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Policy #1500

DELEGATION OF AUTHORITY FOR CONTRACT APPROVAL

Responsible Oversight Executive: #Ú ýPO» Virginia Code Section 23.1-2000 et seq, as amended grants authority to the B

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rules and policies concerning institution. Section 7.01(a)(6) of the [Board of Visitors Grants](#) authority to the President to implement the policies and procedures of the Board relating to University operations.

[Code of Virginia Section 23.1-2000 et seq, as amended](#)

Delegator- A delegator is any position listed in Section E. or any position to whom authority is further delegated by those positions.

EVMS Medical Group-EVMS Medical Group at Old Dominion University

Facilities and Administration Cost Agreement-An agreement entered into by the University to have the University's costs reimbursed by the University agrees not verification of costs by the Federal government.

Formal Contracts- All other contracts where the University contracts with another entity for goods and services other than employment contracts, whereby all terms and conditions are expressly stated.

Graduate Medical Education (GME)-The period of physician education and training in a particular specialty (residency) or subspecialty (fellowship) following medical school.

Virginia Health Sciences-Macon & Joan Brock Virginia Health Sciences at Old Dominion University

Lease- A document for the rental of real estate, office or classroom space, or other space or property whereby the University obtains quiet enjoyment of the space or property.

Memoranda of Understanding- Agreements that generally do not contain monetary consideration but contain mutual promises as consideration

Proposal Transmittal Agreement-An agreement between the University and the Old Dominion University Research Foundation (ODURF) where the University agrees that the information is correct and warrants that the grant will be completed in return for ODURF's management of the grant.

Purchase Orders-Documents that reflect the purchase by the University of goods or services most commonly occur (but not exclusively) through use of the electronic purchasing system maintained by the Commonwealth of Virginia (eVA).

Revenue Contracts/Agreements- Include any contract for goods or services, any sponsorship agreement or any agreement that generates revenue to the University.

Sponsored Program Proposals, Grants and Agreements- Occur when the University applies for grants through proposals, is awarded the grant, and while managed by the Old Dominion University Research Foundation, the grant requires the University to submit the proposal and sign all necessary agreements and assignments.

#### D. SCOPE

This policy applies to all employees and recognized student organizations that enter into agreements, memoranda of understanding, purchase orders, or contracts on behalf of the University. Employees include all staff, administrators, faculty, full-time, and classified or non-classified persons who are paid by the University. This policy covers those positions listed below that have been delegated authority by the President for contract approval and any position to which authority has been further delegated by those positions

## E. POLICY STATEMENT

1. The President may delegate the authority of the powers entrusted to the President by the Board of Visitors in Article IV § 7.01 (c)(7). Power delegated by the President may be further delegated within the limitation of the power being delegated by the individual to whom the power has been delegated unless the power to delegate is specifically limited by the President or other delegated individual.
2. The Provost and Executive Vice President for Academic Affairs is delegated the following powers to bind the University in academic matters:
  - a. Affiliation Agreements and Memoranda of Understanding that not require the expenditure of University funds
  - b. Playbill advertising associated with theater productions not to exceed the upper limit established in the Schedule of Tuition, Fees and Charges
  - c. Continuing education courses, seminars and workshops for employees under the supervision of the Provost and Vice President for Academic Affairs; and
  - d. Purchasing services, software, and technology related to academic affairs to \$15,000 in value and in accordance with Commonwealth and University procurement policies and practices. Prior to contract execution, these authorized signatories must coordinate with





- d. Purchasing services, software, and technology related to University athletics up to \$15,000 in value and in accordance with Commonwealth and University procurement policies and practices. Prior to contract execution, these authorized signatories must coordinate with the appropriate offices to ensure proper legal, risk management, and operational reviews are conducted. This authority is separate and distinct from purchase card authority.

The Athletic Director may delegate these powers, in writing, but shall remain accountable for the judicious exercise of the powers.

8. The Vice President for Human Resources, Diversity, Equity, and Inclusion is delegated the following powers to bind the University for the following contracts:
  - a. Employment contracts for administrative and professional faculty.
  - b. Purchasing services, software, and technology related to human resources up to \$15,000 in value and in accordance with Commonwealth and University procurement policies and practices. Prior to contract execution, these authorized signatories must coordinate with the appropriate offices to ensure proper legal, risk management, and operational reviews are conducted. This authority is separate and distinct from purchase card authority.

The Vice President for Human Resources, Diversity, Equity, and Inclusion may delegate these

- b. Purchasing services, software, and technology related to University communications and marketing up to \$15,000 in value and in accordance with Commonwealth and University procurement policies and practices. Prior to contract execution, these authorized signatories must coordinate with the appropriate offices to ensure proper legal, risk management, and operational reviews are conducted. This authority is separate and distinct from purchase card authority.

The Vice President for University Communications may delegate these powers, in writing, but shall remain accountable for the judicious exercise of the powers.

- 11. The Chief of Staff and Executive Vice President for Strategic Operations is delegated the following powers to bind the University for the following matters:

- a. Sign contracts and agreements on behalf of the President; and
- b. Purchasing services, software, and technology related to the operations of the President's Office up to \$5,000 in value and in accordance with Commonwealth and University procurement policies and practices. These authorized signatories must coordinate with the appropriate offices to ensure proper legal, risk management, and operational reviews are conducted. This authority is separate and distinct from purchase card authority.

The Chief of Staff and Executive Vice President for Strategic Operations may delegate these powers, in writing, but shall remain accountable for the judicious exercise of the powers.

- 12. The Vice President for University Advancement is delegated the following powers to bind the University for the following matters:

- a. Purchasing services, software, and technology related to the operations of the President's Office up to \$15,000 in value and in accordance with Commonwealth and University procurement policies and practices. Prior to contract execution, these authorized signatories must coordinate with the appropriate offices to ensure proper legal, risk management, and operational reviews are conducted. This authority is separate and distinct from purchase card authority.

The Vice President for University Advancement may delegate these powers, in writing, but shall remain accountable for the judicious exercise of the powers.

- 13. Except for the authority granted above, no individual should act or has the authority to bind the University unless he or she has an unexpired written delegation of authority.

## F. PROCEDURES

- 1. It is the responsibility of the individuals listed in E.2. through 12. above to establish, validate, update, renew or rev11.hTw 0.37o9 -0.008 13-3 (h)2.2 (e)-3 (le)-3 (g)2.6 (at)-2.9 (i)10.67(o)-6.6 ()-4.

2. In cases of further delegated authority, the delegator has the responsibilities listed in F.1. above and must also provide a copy of the letter of delegation to the respective Vice President or Athletic Director.
3. Written letters of delegation should include the employee's position title, the authority being delegated, the effective date and duration of the delegated authority, and any limitations or conditions attached to the delegated authority in order for it to be valid.
4. Separations from the University or transfer to another position within the University will



I. RELATED INFORMATION

[Sample Delegation of Authority Memo](#)

