

MEMORANDUM

FROM: Brooks A. Keel
President, Augusta University
CEO, AU Health System

DATE: June 21, 2017

SUBJECT: Delegation of Contract Signatory Authority

Board of Regents' Policies state that authority to enter into contracts on behalf of member institutions shall, with some exceptions, vest in the president of each institution. (Board of Regents' Policy 7.9.1) Pursuant to these policies, I hereby delegate contract signing authority as described in the Contract Signatory Authority document, attached as Exhibit A.

The delegation authority conferred in Exhibit A shall commence immediately. This delegation authority may be rescinded at any time upon written notification or automatically upon cessation of a delegee's service in their specified capacity. The delegation conveyed may not be further delegated to any other person. Exhibit A may be amended from time to time based upon changes in personnel or titles.

Any person signing agreements on behalf of Augusta University must comply with all applicable policies and procedures regarding contracting and procurement.

Attachment

cc: Office of Legal Affairs

EXHIBIT A

DELEGATION OF CONTRACT SIGNING AUTHORITY

This document lists the Augusta University officials to whom the President has delegated the authority to sign contracts that bind the institution. The President has the authority to sign any contracts, except as limited by the Board of Regents (see Board of Regents Policy Manual 2.5.4). Purchasing agents may also execute contracts, but their authority is delegated to them from the Georgia Department of Administrative Services. Any person signing agreements on behalf of Augusta University must comply with all applicable policies and procedures regarding contracting and procurement.¹

This delegation may be rescinded at any time upon written notification or automatically upon cessation of a delegee's service in their specified capacity in which case the delegee's signature authority automatically passes to their successor. The delegation conveyed may not be further delegated to any other person.

EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS AND PROVOST

Educational, Research and Faculty Affairs contracts, as well as any contracts that the President can sign not delegated to the Chief Business Officer

EXECUTIVE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE/CHIEF BUSINESS OFFICER

Contracts involving areas under the Executive Vice President for Administration and Finance/Chief Business Officer

EXECUTIVE VICE PRESIDENT FOR CLINICAL AFFAIRS

Master affiliation agreements with external clinical sites and related documents, including agreements on behalf of Georgia Correctional Healthcare, Georgia War Veterans Nursing Home, and Roosevelt Warm Springs Institute

EXECUTIVE VICE PRESIDENT FOR EXTERNAL RELATIONS

Gift agreements and donor contracts with AU, GHSFU, AUF, and MCGF
Capital Campaign agreements related to services and events for the alumni, fund raising and advancement activities

EXECUTIVE VICE PRESIDENT FOR STRATEGIC COMMUNICATIONS AND CHIEF MARKETING OFFICER

Advertising contracts, communications and marketing consulting contracts, and applications for trademarks

DEAN, COLLEGE OF ALLIED HEALTH SCIENCES

Education Affiliation Agreements on behalf of allied health students
Faculty Consulting Agreements

¹ In order to ensure the efficient operation of the Institution, the President has separately made provisions for the delegation of certain authority in the event of his absence.

DEAN, PAMPLIN COLLEGE OF ARTS, HUMANITIES AND SOCIAL SCIENCES

Education Affiliation Agreements on behalf of College of Arts, Humanities & Social Sciences
Faculty, Consulting Agreements, Art Exhibit Agreements for the Art Department

DEAN, HULL COLLEGE OF BUSINESS

Education Affiliation Agreements on behalf of College of Business
Faculty Consulting Agreements

DEAN, COLLEGE OF DENTAL MEDECINE

Education Affiliation Agreements on behalf of dental students and residents
Student Loan Repayment Agreements on behalf of dental students
Membership Agreements on behalf of Faculty Practice Plan
Faculty Consulting Agreements
Resident Employment Contracts for dental residents and fellows
Clinical Service Agreements for dental faculty, residents and students

DEAN, THE GRADUATE SCHOOL

Education Affiliation Agreements on behalf of graduate students
Faculty Consulting Agreements

DEAN, COLLEGE OF EDUCATION

Educational Affiliation Agreements on behalf of College of Education
Faculty Consulting Agreements

DEAN, MEDICAL COLLEGE OF GEORGIA

Agreements related to the provision of Clinical Services
House staff Employment Agreements
Educational Affiliation Agreements on behalf of medical students
Agreements related to the supervision of MCG residency programs
Faculty Consulting Agreements

DEAN, COLLEGE OF NURSING

Educational Affiliation Agreements on behalf of nursing students
Faculty Consulting Agreements

DEAN, COLLEGE OF SCIENCE & MATHEMATICS

Educational Affiliation Agreements on behalf of College of Science & Mathematics
Faculty Consulting Agreements

VICE PRESIDENT FOR ACADEMIC AND FACULTY AFFAIRS

Educational Affiliation Agreements on behalf of students in the Pamplin College of Arts
Humanities, and Social Sciences; Hull College of Business; The Graduate School; College of
Education; and the College of Science & Mathematics
Contracts related to the AU-East Georgia State College partnership
Contracts related to study abroad programs

SENIOR VICE PRESIDENT FOR RESEARCH

Grant application related to the conduct of sponsored research activities
Agreements related to the conduct of sponsored research activities
Non-disclosure and Confidentiality Agreements related to research activities
Material Transfer Agreements

ASSOCIATE VICE PRESIDENT, RESEARCH ADMINISTRATION AND DIRECTOR FOR SPONSORED PROGRAM ADMINISTRATION

Grant application related to the conduct of sponsored research activities
Agreements related to the conduct of sponsored research activities
Non-disclosure and Confidentiality Agreements related to research activities
Material Transfer Agreements

DIRECTOR OF PRE-AWARD SERVICES DIVISION OF SPONSORED PROGRAM ADMINISTRATION

Grant application related to the conduct of sponsored research activities
Agreements related to the conduct of sponsored research activities
Non-disclosure and Confidentiality Agreements related to research activities
Material Transfer Agreements

ASSOCIATE VICE PRESIDENT FOR OFFICE OF INNOVATION COMMERCIALIZATION

Non-disclosure and Confidentiality Agreements related to research activities
Material Transfer Agreements
Documents necessary for assignment of Intellectual Property rights

DIRECTOR, OFFICE OF INNOVATION COMMERCIALIZATION

Non-disclosure and Confidentiality Agreements related to research activities
Material Transfer Agreements
Documents necessary for assignment of Intellectual Property rights

DIRECTOR OF ATHLETICS

Athletic Competition Contracts

ASSISTANT VICE PRESIDENT FOR ACADEMIC PLANNING AND STRATEGIC INITIATIVES

Continuing Education programs contracts and agreements

ASSISTANT VICE PRESIDENT OF INTERNATIONAL INITIATIVES

Department of Labor forms required to legally employ aliens
Related letters of employer support as required by USCIS regulations
USCIS forms required to petition for temporary alien employment and to support permanent residency application of alien employee

DIRECTOR OF PROFESSIONAL AND COMMUNITY EDUCATION

Banquet Expense Orders for Continuing Education functions

CHIEF INTEGRITY OFFICER

Materials related to the reporting and compliance requirements contained in local, state or federal law regarding environmental health, safety, biological, chemical and radiological substances maintained by Augusta University

CHIEF AUDIT OFFICER

Institutional audit services consulting contracts, and institutional audit software licensing and maintenance agreements