

8/19/2021



President's Signature Request:

Date Sent to President's Office: 8/19/2021

From the Office of: Christopher Melcher
DocuSigned by: 60769F49AA1C4E7...

Approved by: Mil Mackinnon
DocuSigned by: 2915F82C38A642A...

Explanation: Delegation
Contract Signature Authority

Return to: J Webster

Address: AA 2027 **Phone:** 2-4018

Date Returned: 8/19/2021

*All correspondence for signature should be sent to Maggie Witherington AA-311 with this form attached, and "Sign Here" tabs placed at each President's signature area.

*All correspondence will be returned via intercampus mail unless other indicated.

MEMORANDUM

FROM: Brooks A. Keel
President, Augusta University

DATE: September 1, 2021

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 (see BOR Policy 2.6.4 and 7.7), and may be delegated as the President chooses unless expressly prohibited (see BOR Policy 2.6.5) 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 This delegation authority may be rescinded at any time upon written notification or automatically upon cessation of a delegee's service in their specified capacity.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, other than to a person temporarily serving in an interim or acting capacity in a role already designated for signatory authority. Exhibit A may be amended from time to time based upon changes in personnel, titles, position responsibilities, or for any other reason in the President's sole discretion.

Any person signing agreements on behalf of Augusta University must comply with all applicable policies and procedures regarding contracting and procurement, and should ensure that the Office of Legal Affairs has reviewed and approved the signing of any contract or binding agreement **before** signing such document.

The delegation authority described below is further limited by a monetary restriction on the authority of the individual to enter into contracts or execute contracts limited by the following dollar amounts, in excess of which must be referred to a senior authority:

President	Maximum Dollar Amount Permitted by Board of Regents.
Executive Vice President	Maximum Dollar Amount of \$500,000.
Senior Vice President for Research	Maximum Dollar Amount of \$2,000,000 for research expenditures in the US, \$250,000 outside the US. Maximum Dollar Amount of \$10,00,000 for filing or submitting grant applications, or accepting grant funds. Maximum Dollar Amount of \$500,000 equipment or materials expenditures.

Vice President/Dean	Maximum Dollar Amount of \$100,000.
Associate Vice President Assistant Vice President	Maximum Dollar Amount of \$50,000.
Director	Maximum Dollar Amount of \$25,000.

Any persons signing contracts or agreements on behalf of Augusta University must comply with all applicable policies and procedures regarding contracting and procurement, including the University Negotiation and Execution of Contracts Policy.

SO ORDERED:

DocuSigned by:

Brooks Keel

8/19/2021

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By: Brooks A. Keel, Ph.D.
President, Augusta University

Date

Attachment

cc: Office of Legal Affairs

EXHIBIT A

DELEGATION OF CONTRACT SIGNATORY 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 BOR Policy 2.6.4 and 7.7), and may delegate such authority as he chooses (see BOR Policy 2.6.5). Purchasing agents may also execute contracts, but their authority is governed by the Georgia Department of Administrative Services (BOR Bus. Procedures Man. Sec. 3.0 et al.). 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 has authority to sign and has not previously delegated to the Chief Business Officer.

EXECUTIVE VICE PRESIDENT FOR FINANCE/CHIEF BUSINESS OFFICER

Contracts involving areas under the Executive Vice President for Finance/Chief Business Officer, to include finance, budget, travel, and expense administration.

EXECUTIVE VICE PRESIDENT FOR ADMINISTRATION

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 OPERATIONS

Facilities construction and maintenance contracts, auxiliaries operations contracts, grounds maintenance and repairs contracts, advertising contracts, communications and marketing consulting contracts, and applications for trademarks.

EXECUTIVE VICE PRESIDENT FOR HEALTH 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 STRATEGIC PARTNERSHIPS AND ECONOMIC DEVELOPMENT

Facilities construction and maintenance contracts for the Georgia Cyber Center (GCC); operations contracts, grounds maintenance contracts, and repairs contracts for GCC; consulting contracts; partnership agreements with strategic third party partners; economic development 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.

EXECUTIVE VICE PRESIDENT FOR MEDICAL AFFAIRS AND INTEGRATION

Affiliation agreements related to medical education with external clinical sites and healthcare partners; partnership or strategic agreements on behalf of the Medical College of Georgia (MCG); operations and partnership agreements for satellite campuses and the partnership campus of MCG.

DEAN, COLLEGE OF ALLIED HEALTH SCIENCES

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

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, DENTAL COLLEGE OF GEORGIA

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.

DEAN, SCHOOL OF COMPUTER & CYBER SCIENCES

Educational Affiliation Agreements on behalf of School of Computer & Cyber Sciences;
Faculty Consulting Agreements.

SENIOR VICE PRESIDENT FOR RESEARCH

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

VICE PROVOST FOR INSTRUCTION AND INNOVATION

Educational Affiliation Agreements on behalf of students in the Pamplin College of Arts Humanities, and Social Sciences, the Hull College of Business, the Graduate School, the 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.

ASSOCIATE PROVOST FOR FACULTY AFFAIRS

Educational Affiliation Agreements on behalf of students in the Pamplin College of Arts Humanities, and Social Sciences, the Hull College of Business, the Graduate School, the 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.

**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 COMPLIANCE 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