

2.2.1 The Provost and Senior Vice Chancellor for Academic Affairs has authority to sign:

2.2.1.1 Contracts and other documents, including certifications and affidavits, related to accreditation, academic exchange agreements and academic cooperative agreements, including but not limited to internship and affiliation agreements, clinical site agreements, and location agreements for volunteer learning opportunities, that do not involve purchases of goods or services by ECU and that are not sponsored programs;

2.2.1.2 Appointment letters for all faculty;

2.2.1.3 Appointment letters for employees in positions assigned to the Division of Academic Affairs or Brody School of Medicine who are exempt from the State Human Resources Act (EHRA);

2.2.1.4 All employees hired into postdoctoral scholar positions that are EHRA;

2.2.1.5 Contracts for the purchase of goods and services related to faculty, staff and student programs, and student activities (such as travel, speakers, bands, and programs), including, but not limited to, consultants and external review services;

2.2.1.6 Contracts, grants, cooperative agreements, confidentiality agreements (CDAs), and other proposal and award documents, related to agreements for educational, experimental, developmental, and research projects that qualify as sponsored programs, including clinical trial agreements and subagreements to other entities for the performance of activities related to a sponsored program. Sponsored programs are those that are separately financed in whole or in part by external agencies and are carried out under terms of agreements between the sponsoring agencies and the University;

2.2.1.7 Agreements and documents necessary for the operation of the University technology transfer program, such as licenses, options, confidentiality agreements (CDAs), material transfer agreements (MTAs), and documents required by the U.S. Patent and Trademark Office;

2.2.1.8 Upon prior notification and approval from the General Counsel and Vice Chancellor for Legal Affairs, authority to engage professional services of one or more attorneys to provide services related to patents and other matters involving intellectual property so long as the attorney/firm appears on the list of approved firms published by the University of North Carolina; and

2.2.1.9 Agreements for or relating to graduate assistantships. This authority may be exercised using a physical or electronic signature or through electronic approval within ECU's electronic personnel approval form (EPAF) system.

2.2.2. Delegations from the Provost and Senior Vice Chancellor for Academic Affairs

2.2.2.1. The **Associate Vice Chancellor for Academic Affairs Administration** has individual authority to sign employment contracts and routine personnel actions of a positive or non-controversial nature for employees assigned to the Division of Academic Affairs or the Brody School of Medicine who are exempt from the State Human Resources Act (EHRA), including without limitation any faculty appointments within the Division of Academic Affairs or the Brody School of Medicine, and, with the representative of any other ECU division(s), to jointly sign contracts for employees with a joint assignment that includes the Division of Academic Affairs.

2.2.2.2. The **Deans of the Thomas Harriot College of Arts and Sciences, the College of Business, the College of Education, the College of Health and Human Performance, the Honors College, the College of Engineering and Technology, Integrated Coastal Programs, the College of Allied Health Sciences, the College of Nursing, and the School of Dental Medicine** each have authority for the College or Programs such Dean administers, and any units or departments therein, to sign:

2.2.2.2.1. Internship and affiliation agreements, clinical site agreements, and location agreements for volunteer service-learning opportunities, that do not involve purchases of goods or services by ECU and that are not sponsored programs. This authority may be delegated to associate deans, directors, and/or department chairs within the college of a delegating dean following the procedures required in ECU's Regulation 01.10.01, "Delegation of Authority to Sign Contracts," as may be amended.

2.2.2.2.2. Contracts for the personal services of speakers and consultants purchased or provided as part of the function of a unit under his or her supervision and having a value of up to \$5,000.

2.2.2.3 **Dr. Alta Andrews, Professor Emeritus, College of Nursing**, has authority to sign non-revenue clinical affiliation agreements between ECU and non-ECU health care agencies that provide students in the Brody School of Medicine, College of Nursing, School of Dental Medicine, and College of Allied Health Sciences with a clinical practicum, internship, or similar experience as part of the students' curricular requirements necessary or in support of progress to obtain a degree.

2.2.2.4. The **Director of Joyner Library** has authority to sign:

2.2.2.4.1. Contracts with a total value (for the initial term and all renewals) not to exceed \$1 million for the acquisition of library materials and subscription agreements for library services and resources and with a term not to exceed two years.

2.2.2.4.2. Contracts for the personal services of speakers and consultants provided as part of the function of Academic Library Services with a value of up to \$5,000.

2.2.2.4.3. Contracts concerning gifts to the Special Collections Department of J.Y. Joyner Library.

2.2.2.5 The **Director of Laupus Library** has authority to sign:

2.2.2.57.1. Contracts with a total value (for the initial term and all renewals) not to exceed \$1 million for the acquisition of library materials and subscription agreements for library services and resources and with a term not to exceed two years.

2.2.2.57.2. Contracts for the personal services of speakers and consultants provided as part of the function of Laupus Library with a value of up to \$5,000.

2.2.2.5.3. Contracts concerning gifts to the Special Collections Department of Laupus Library.

2.2.2.6. The **Dean of the College of Fine Arts and Communication (“CFAC”)** has authority to sign:

2.2.2.6.1. Internship and affiliation agreements, clinical site agreements, and location agreements for volunteer service-learning opportunities, that do not involve purchases of goods or services by ECU and that are not sponsored programs. This authority may be delegated to associate deans, directors, or department chairs in the CFAC following the procedures required in ECU’s Regulation 01.10.01, “Delegation of Authority to Sign Contracts,” as may be amended.

2.2.2.6.2. Contracts covering the following matters:

- contracts for personal services of guest artists with a value not to exceed \$35,000;
- contracts for short-term lodging, food, and or transportation for guest artists;
- contracts related to special events and performances sponsored or performed by the CFAC or any of its departments, including but not limited to catering, transportation, and short-term (less than one week) facility use agreements;
- contracts for rental or purchase of musical instruments and equipment;
- contracts for the performance and/or arranging rights relating to musical compositions, theatrical performances, and other events in the arts;
- contracts for performing ensembles associated with or sponsored by ECU and contracts for the acquisition of materials needed in preparation or execution of such performances; and
- Contracts for the purchase of advertising and promotional materials and services relating to performances associated with or sponsored by the CFAC or any unit therein.

This authority may be delegated with the same or stricter limitations to positions reporting directly to the Dean of the CFAC, but no further.

2.2.2.6.3. The **Dean of the College of Fine Arts and Communication (“CFAC”)** delegates authority to sign contracts as follows.

2.2.2.6.3.1. The **Associate Dean for Research, Marketing and Outreach** is delegated authority, acting independently and separately, to sign any agreement that the Dean of the College of Fine Arts and Communication has authority to sign with a term not to exceed one year and with a value not to exceed \$35,000.

2.2.2.6.3.2. The **Director of the School of Art and Design, the Director of the School of Communication, the Director of the School of Music, and the Director of the School of Theatre and Dance** are each delegated authority, acting independently and separately, to sign any agreement that the Dean of the College of Fine Arts and Communication has authority to sign with a term not to exceed one year and with a value not to exceed \$10,000.

2.2.2.7. The **Dean of the Graduate School** has authority to sign:

2.2.2.7.1 Agreements for or relating to graduate assistantships. This authority may be exercised using a physical or electronic signature or through electronic approval within ECU's electronic personnel approval form (EPAF) system.

2.2.2.7.2 The **Business Services Coordinator in the Office of the Dean of the Graduate School** has authority to sign Agreements for or relating to graduate assistantships in which he or she has no personal interest. This authority may be exercised using a physical or electronic signature or through electronic approval within ECU's electronic personnel approval form (EPAF) system. This authority may not be delegated.

2.2.2.7.3 The **Administrative Support Specialist in the Office of the Dean of the Graduate School** has authority to Agreements for or relating to graduate assistantships in which he or she has no personal interest. This authority may be exercised using a physical or electronic signature or through electronic approval within ECU's electronic personnel approval form (EPAF) system. This authority may not be delegated.

2.2.2.8. The **Chief Research and Engagement Officer** has authority to sign:

2.2.2.8.1 Contracts, grants, cooperative agreements, confidentiality agreements (CDAs) and other proposal and award documents, related to agreements for educational, experimental, developmental, and research projects that qualify as sponsored programs, including clinical trial agreements and subagreements to other

entities for the performance of activities related to a sponsored program. Sponsored programs are those that are separately financed in whole or in part by external agencies and are carried out under terms of agreements between the sponsoring agencies and the University.

2.2.2.8.2 Agreements and documents necessary for the operation of the University technology transfer program, such as licenses, options, confidentiality agreements (CDAs), material transfer agreements (MTAs) and documents required by the U.S. Patent and Trademark Office.

2.2.2.8.3 Upon prior notification and approval from the General Counsel and Vice Chancellor for Legal Affairs, authority to engage the professional services of one or more attorneys to provide services related to patents and other matters involving intellectual property so long as the attorney/firm appears on list of approved firms published by the University of North Carolina.

2.2.2.8.4 Employment contracts for all employees hired into postdoctoral scholar positions that are EHRA.

This authority may be delegated as identified below, but no further.

2.2.2.8.5 The **Chief Research and Engagement Officer** delegates authority to sign as follows:

2.2.2.8.5.1 The **Assistant Vice Chancellor for Research Administration and Finance** has authority to sign: Contracts, grants, cooperative agreements, confidentiality agreements (CDAs) and other proposal and award documents, related to agreements for educational, experimental, developmental, and research projects that qualify as sponsored programs, including clinical trial agreements and subagreements to other entities for the performance of activities related to a sponsored program. Sponsored programs are those that are separately financed in whole or in part by external agencies and are carried out under terms of agreements between the sponsoring agencies and the University.

2.2.2.8.5.2. **Director for Pre-Award Services, Office of Research Administration** has authority to sign: Contracts, grants, cooperative agreements, confidentiality agreements (CDAs) and other proposal and award documents, related to agreements for educational, experimental, developmental, and research projects that qualify as sponsored programs, including clinical trial agreements and subagreements to other entities for the performance of activities related to a sponsored program. Sponsored programs are those that are separately financed in whole or in part by external agencies and are carried out under terms of agreements between the sponsoring agencies and the University.

2.2.2.9 The **Director of the Office of Licensing and Commercialization** has authority to sign:

2.2.2.9.1. Agreements and documents necessary for the operation of the University technology transfer program, such as licenses, options, confidentiality agreements (CDAs), material transfer agreements (MTAs), inter-institutional agreements, technology development agreements, invention release agreements, and documents required by the U.S. Patent and Trademark Office.

2.2.2.9.2. Upon prior notification and approval from the General Counsel and Vice Chancellor for Legal Affairs, authority to engage the professional services of one or more attorneys to provide services related to patents and other matters involving intellectual property if at the time the agreement is signed the attorney/firm appears on the list of approved firms published by the University of North Carolina. The authority of the Director of the Office of Technology Transfer may not be delegated further.

2.2.2.10 The **Associate Dean of Research for the Brody School of Medicine** has authority to sign contracts and agreements related to clinical trials that are administered by the Clinical Trials Office, and in his/her absence, the **Director of the Clinical Trials Office** may sign.

2.2.2.11. The **Assistant Vice Chancellor for Global Affairs** has authority to sign contracts with third-party study abroad vendors providing services including but not limited to group flights, hotels and other accommodations, transportation, tour guide services, meals, interpreters, local support services, and other program fees.

This sub-delegation is contingent upon Provost Approval of the Office of University Counsel-approved study abroad contracts, in consultation with the supervisor of the Assistant Vice Chancellor for Global Affairs.