

**2.4.1 The Vice Chancellor for Student Affairs** has authority to sign:

2.4.1.1 Appointment letters for employees in positions assigned to the Division of Student Affairs that are exempt from the State Human Resources Act (EHRA), excluding any SAAO Tier I position.

2.4.1.2 With the exception of facility use agreements or licenses, which are addressed in Sections 2.4.1.3 and 2.4.1.4 below, contracts related to those student programs and activities operated by Student Affairs, and contracts requiring resources and/or performance by Student Affairs, with including but not limited to, contracts entered into by ECU Transit and Student Health Services; provided however, all contracts with a value in excess of \$100,000 must be co-signed or receive prior written approval from the Vice Chancellor for Administration and Finance. Authority to sign contracts with a value of more than \$50,000 may not be further delegated by the Vice Chancellor for Student Affairs; except, however, in the absence of the Vice Chancellor for Student Affairs, such contracts may be signed by a designated “Officer in Charge” as provided for in Section 2 of the “Delegation of Contract Signatory Authority from the Chancellor.”

2.4.1.3 Facility use agreements or licenses with a term not to exceed sixty (60) use days for Main Campus and Health Sciences Student Centers, Wright Auditorium, student residence halls, and any other facilities for which Student Affairs is assigned responsibility to supervise use, if the rental payment charged is less than \$50,000. Such use agreements or licenses with a term in excess of sixty (60) use days and those with a value equal to or greater than \$50,000 must be co-signed or receive prior written approval from the Vice Chancellor for Administration and Finance.

2.4.1.4 Facility use agreements or licenses for programs or activities of Student Affairs for use of facilities not owned by the State of North Carolina or allocated to the University for programs or activities of the Division of Student Affairs and for which Student Affairs is not assigned responsibility to supervise use, for a term not to exceed thirty (30) use days if the value is less than \$5,000. Such use agreements or licenses with a term in excess of thirty (30) use days and those with a value equal to or greater than \$5,000 must receive prior approval from the Director of Materials Management and Real Estate.

2.4.1.5 Sponsorship agreements for Student Affairs program support with a value less than \$25,000, so long as no sponsor is selected before giving other potential sponsors notice and an opportunity to sponsor the program. Such sponsorship agreements with a value equal to or greater than \$25,000 must receive prior written approval from the Vice Chancellor for Administration and Finance.

**2.4.2 Delegations from the Vice Chancellor for Student Affairs**

All the Vice Chancellor’s delegations are made to officers within the Division of Student Affairs, upon the condition that the designee shall sign no contract in which he or she has a personal interest.

2.4.2.1 The **Director for Campus Recreation and Wellness** has authority to sign contracts for the following purposes:

- a. Contracts for the purchase of goods and services related to Campus Recreation and Wellness student programs and activities with a value of up to \$5,000;
- b. Facility use agreements or licenses with a term not to exceed sixty (60) use days for Campus Recreation and Wellness facilities and fields if the value is less than \$10,000; and
- c. Facility use agreements or licenses with a term not to exceed thirty (30) use days for use of facilities not owned by the State of North Carolina or allocated to the University for programs or activities of the Division of Student Affairs; and for which Student Affairs is not assigned responsibility to supervise use, for Campus Recreation and Wellness programs or activities, if the value is less than \$5,000. Such facility use agreements or licenses with a value equal to or greater than \$5,000 must receive prior written approval from the Director of Materials Management and Real Estate.

2.4.2.2 The **Associate Director for Facilities and Operations for Campus Recreation and Wellness** has the authority to sign facility use agreements and licenses for a term not to exceed sixty (60) use days for Campus Recreation and Wellness facilities and fields with a value of up to \$5,000.

2.4.2.3 The **Associate Director for Programming and Leadership for Campus Recreation and Wellness** has the authority to sign team training and program agreements for a term not to exceed sixty (60) use days for Campus Recreation and Wellness facilities and fields with a value of up to \$5,000.

2.4.2.4 The **Director for Fitness and Wellness for Campus Recreation and Wellness** has the authority to sign team training and program agreements for a term not to exceed sixty (60) use days for Campus Recreation and Wellness facilities and fields with a value of up to \$5,000.

2.4.2.5 The **Associate Vice Chancellor for Student Involvement and Leadership** has authority to sign contracts for the following purposes:

- a. Contracts for the purchase of goods and services related to the departments of Student Centers, Intercultural Affairs, and Student Engagement student programs and activities with a value of up to \$5,000.
- b. Facility use agreements or licenses with a term not to exceed sixty (60) use days for Wright Auditorium, Hendrix Theatre, and Main Campus and Health Sciences Student Centers if the value is less than \$10,000.

c. Facility use agreements or licenses with a term not to exceed thirty (30) use days for use of facilities for which Student Affairs is not assigned responsibility to supervise use, not owned by the State of North Carolina or allocated to the University, for the departments of Student Centers, Intercultural Affairs, and Student Engagement. Agreements or licenses with a value equal to or greater than \$5,000 must receive prior written approval from the Director of Materials Management and Real Estate.

2.4.2.6 The **Associate Vice Chancellor for Health and Well Being** has authority to sign contracts for the following purposes:

a. Contracts for the purchase of goods and services related to Campus Recreation & Wellness and Student Health Services.

b. Facility use agreements or licenses with a term not to exceed sixty (60) use days for Main Campus and Health Sciences Student Centers if the value is less than \$10,000.

c. Facility use agreements or licenses with a value equal to or greater than \$5,000 with a term not to exceed thirty (30) use days for use of facilities for which Student Affairs is not assigned responsibility to supervise use, not owned by the State of North Carolina or allocated to the University, for the departments of Campus Recreation & Wellness and Student Health Services. Agreements or licenses with a value equal to or greater than \$5,000 must receive prior written approval from the Director of Materials Management and Real Estate.

2.4.2.7 The **Business Officer in Student Involvement & Leadership** shall have the authority to sign facility use agreements or licenses for a term not to exceed sixty (60) use days for Wright Auditorium, Hendrix Theatre, and Main Campus and Health Sciences Student Centers with a value of up to \$5,000.

2.4.2.8 The **Associate Vice Chancellor of Campus Living** has authority to sign contracts for the following purposes:

a. Contracts for the purchase of goods and services related to student programs and activities conducted by Campus Living (Housing, Dining, Off-Campus Services and Transit Services) if the value is \$5,000 or less.

b. Facility use agreements or licenses with a term not to exceed sixty (60) use days for Campus Living facilities if the value is \$50,000 or less. Prior to execution on behalf of the University each such agreement must be approved as to form by the OUC through either specific review of a particular document or use of a standard form approved by the OUC.

c. Facility use agreements or licenses with a term not to exceed thirty (30) use days for use of facilities for which Student Affairs is not assigned responsibility to supervise use, not owned by the State of North Carolina or allocated to the University, for Campus Living programs or activities, if the

value is less than \$5,000. Such facility use agreements or licenses with a value equal to or greater than \$5,000 must receive prior written approval from the Director of Materials Management and Real Estate.

2.4.2.9 The **Business Officer in Campus Living** shall have the authority to sign facility use agreements or licenses for a term not to exceed sixty (60) use days for student residence halls and dining facilities with a value of up to \$20,000.

2.4.2.10 The **Director for Student Transitions** has authority to sign contracts for the purchase of goods and services related to Student Transitions student programs and activities with a value of up to \$2,500.

2.4.2.11 The **Director of Student Affairs Development** has authority to sign contracts for the following purposes:

- a. Contracts for the purchase of goods and services related to Parent and Family programs and activities with a value of up to \$5,000 for the Office of Parent and Family Programs.
- b. Facility use agreements or licenses with a term not to exceed thirty (30) use days for use of facilities for which Student Affairs is not assigned responsibility to supervise use, not owned by the State of North Carolina or allocated to the University for the Office of Parent and Family Programs, if the value is less than \$5,000. Such facility use agreements or licenses with a value equal to or greater than \$5,000 must receive prior written approval from the Director of Materials Management and Real Estate.

2.4.2.12 The **Executive Director for Student Affairs Business Administration Unit** has authority to sign contracts for the following purposes:

- a. Contracts for the purchase of goods and services related to the Division of Student Affairs student programs and activities if the value is less than \$10,000.
- b. Facility use agreements or licenses with a term not to exceed sixty (60) use days for use of Mendenhall Student Center, Wright Auditorium, student residence halls and any other facility for which the Division of Student Affairs is assigned responsibility to supervise use, provided the value is \$50,000 or less.
- c. Facility use agreements or licenses with a term not to exceed thirty (30) use days for use of facilities for which Student Affairs is not assigned responsibility to supervise use, not owned by the State of North Carolina or allocated to the University for the Division of Student Affairs programs or activities, if the value is less than \$5,000. Such facility use agreements or licenses with a value equal to or greater than \$5,000 must receive prior written approval from the Director of Materials Management and Real Estate.

d. Sponsorship agreements for Student Affairs program support up to \$10,000, so long as no sponsor is selected before giving other potential sponsors notice and an opportunity to sponsor the program.