2.6.1. The Vice Chancellor for Student Affairs has authority to sign:

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

2.6.1.2. With the exception of facility use agreements or licenses, which are addressed in Sections 2.6.1.3 and 2.6.1.4 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 on a temporary basis as provided below in Section 2.6.1.5 below.

2.6.1.3. Facility use agreements or licenses with a term not to exceed sixty (60) use days for Mendenhall Student Center, 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; and

2.6.1.4. 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 Associate Vice Chancellor for Business Services in the Division of Administration and Finance.

2.6.1.5. 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. The Assistant Vice Chancellor for Operations shall be provided a monthly list of sponsorship agreements entered into during the previous month, along with the name(s) of the other party or parties, the dollar amount and the benefits received by the University. 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; and

2.6.1.6. In advance of a temporary absence from campus, the Vice Chancellor for Student Affairs may designate, in writing, a University officer to serve as "Officer
In Charge," who shall have authority in the Vice Chancellor's stead and on his or her behalf, but subject to such limitations as the Vice Chancellor shall establish, to sign any agreement in which the designee has no personal interest and that the Vice Chancellor has authority to sign until expiration of the stated term of the written designation of "Officer In Charge" or until the Vice Chancellor returns to campus, whichever occurs earlier. If the Vice Chancellor for Student Affairs is temporarily absent from campus, but has made no such written designation, then the Associate Vice Chancellor & Senior Operating Officer shall automatically possess “Officer in Charge” authority until the Vice Chancellor for Student Affairs returns to campus.

2.6.2. 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. Prior to execution, each contract, agreement, license and facility use agreement the designees described below shall have the document approved as to form by the Office of the University Counsel (“OUC”) through either specific review of a particular document or use of a standard form approved by the OUC.

2.6.2.1 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 $2,500.

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.

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 Associate Vice Chancellor for Business Services in the Division of Administration and Finance.

2.6.2.2. The Associate Director for Facilities 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.

2.6.2.3. The Leadership and Team Training Specialist 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.

2.6.2.4. 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 Student Involvement and Leadership student programs and activities with a value of up to $2,500.

b. Facility use agreements or licenses with a term not to exceed sixty (60) use days for Wright Auditorium, Hendrix Theatre, and Mendenhall Student Center 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 Student Involvement and Leadership 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 Associate Vice Chancellor for Business Services in the Division of Administration and Finance.

2.6.2.5. 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, and Transit Services) if the value is $2,500 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 Associate Vice Chancellor for Business Services in the Division of Administration and Finance.

2.6.2.6. 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.

2.6.2.7. The Executive Director for Student Transitions has authority to sign contracts for the following purposes:

a. Contracts for the purchase of goods and services related to Student Transitions and Career Services student programs and activities with a value of up to $2,500.

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
2.6.2.8. 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 student and family programs and activities with a value of up to $2,500 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 Associate Vice Chancellor for Business Services in the Division of Administration and Finance.

2.6.2.9. The **Executive Director of Business Administration for Student Affairs** 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 Associate Vice Chancellor for Business Services in the Division of Administration and Finance.

d. Sponsorship agreements for Student Affairs programs up to $10,000, so long as no sponsor is selected before giving other potential sponsors notice and an opportunity to sponsor the program. The Assistant Vice Chancellor for Operations shall be provided a monthly list of sponsorship agreements entered into during the previous month, along with the name(s) of the other party or parties, the dollar amount and the benefits received by the University.