Texas A&M University – Corpus Christi
President’s Delegation of Authority for Contract Administration Fiscal Year 2020

General Delegations:

The Chancellor is delegated the authority to sign and approve contracts of less than $750,000 not specifically reserved by the Board of Regents in System Policy 25.07, Contract Administration. In accordance with System Policy 25.07, §6, the Chancellor may delegate authority to deputy chancellors, vice chancellors, CEOs or others to sign and approve these contracts.

In accordance with System Policy 25.07, the Delegation of Authority for Contract Administration for all contracts less than $750,000 is shown on the following pages. In case of unavailability of the person who has the delegated authority, the Vice President for Finance and Administration or the Associate Vice President for Finance /Controller is delegated the authority to execute the contract. Other exceptions to this Delegation are stated in System Policy 25.07,§3.

Certain contracts that involve or exceed an annual consideration of $500,000 or more, or are longer than 5 years must be approved by the Board of Regents in accordance with System Policy 25.07, §2.

Legend:

<table>
<thead>
<tr>
<th>Asst.</th>
<th>Assistant</th>
<th>SOBA</th>
<th>System Office of Budgets &amp; Accounting</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVC</td>
<td>Associate Vice Chancellor</td>
<td>SR</td>
<td>System Regulation</td>
</tr>
<tr>
<td>BOR</td>
<td>Board of Regents</td>
<td>SREO</td>
<td>System Real Estate Office, function of OGC</td>
</tr>
<tr>
<td>CAO</td>
<td>Chief Academic Officer</td>
<td>SP</td>
<td>System Policy</td>
</tr>
<tr>
<td>CEO</td>
<td>Chief Executive Officer</td>
<td>SRS</td>
<td>Texas A&amp;M Sponsored Research Services - Director, C&amp;G’s, Executive Director &amp; COO</td>
</tr>
<tr>
<td>CFO</td>
<td>Chief Financial Officer (function of OGC)</td>
<td>SYCO</td>
<td>System Marketing &amp; Communications</td>
</tr>
<tr>
<td>CIO</td>
<td>Chief Information Officer</td>
<td>TTC</td>
<td>The Texas A&amp;M University System</td>
</tr>
<tr>
<td>ED-FPC</td>
<td>Executive Director, Facilities, Planning &amp; Construction</td>
<td>AVC, Texas A&amp;M System Technology</td>
<td></td>
</tr>
<tr>
<td>FPC</td>
<td>Facilities, Planning &amp; Construction</td>
<td>Commercialization</td>
<td></td>
</tr>
<tr>
<td>HUB</td>
<td>Historically Underutilized Businesses</td>
<td>PI</td>
<td>Principal Investigator/Research</td>
</tr>
<tr>
<td>OGC</td>
<td>Office of General Counsel</td>
<td>VCR</td>
<td>Vice Chancellor for Research</td>
</tr>
</tbody>
</table>

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Notes:

1. REQUIRED GENERAL COUNSEL REVIEW (System Policy 25.07, §4): Unless otherwise stated in System Policies or System Regulations, all contracts that have a stated or implied consideration of $100,000 or more must be submitted to OGC for review and approval as to form and legal sufficiency when required by OGC guidelines that have been approved by the Chancellor.

2. Proposed contracts and agreements meeting one or more of the following requirements do not need to be reviewed and approved by OGC, provided that such contracts and agreements are reviewed by the member in accordance with System Policy 25.07, System Regulation 25.07.01 and the System Contract Review Checklist:
   a. contracts and agreements entered into pursuant to an unaltered contract form or template approved by OGC within the preceding three years;
   b. interagency and intra-system agreements entered into pursuant to System Regulation 25.07.06; and
   c. sponsored research contracts, cooperative agreements, and grants entered into with an agency of the United States government that contain standard clauses common to such contracts, cooperative agreements and grants.

3. All contracts for goods or services must be in compliance with System Regulation 25.07.03, Acquisition of Goods and/or Services. All purchases shall comply with State statutes relating to contracting with historically underutilized businesses and procurement of goods and services from persons with disabilities.

4. It is the responsibility of the person noted in the “Typical Routing for Departmental Review” section to signify in writing (via email or memorandum) that they have reviewed the contract before sending it to the next person on the list. It is the responsibility of the person noted in the “Authorization to Execute Contracts” sections to so note the complete routing and review certifications before signing the contract.

5. Questions regarding contract administration should be directed to Contracts Administration: contracts@tamucc.edu
<table>
<thead>
<tr>
<th>TYPE OF CONTRACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>TYPICAL ROUTING FOR DEPARTMENTAL REVIEW</td>
</tr>
<tr>
<td>AUTHORIZATION TO EXECUTE CONTRACTS (Less than $100,000)</td>
</tr>
<tr>
<td>AUTHORIZATION TO EXECUTE CONTRACTS ($100,000 + to $749,999)</td>
</tr>
</tbody>
</table>

1. ADVERTISING AGREEMENTS

1.1 Advertising Agreements
- Dean/Dept. Head
- Director, Marketing
- VP for Marketing & Communications Advancement
- EDAS
- Contract Manager <$25,000
- Contract Coordinator <$5,000
- VPFA
- President

2. AFFILIATION AGREEMENTS/AFFILIATION SERVICE AGREEMENTS

2.1 Agreement with Foreign Governmental Bodies
- Dean/Dept. Head
- Appropriate Vice President or Provost
- Provost
- VPFA
- President

2.2 Private Companies & Foundations
- Dean/Dept. Head or Designee
- VP for Institutional Advancement
- President

3. ARTICULATION AGREEMENTS

3.1 Agreements with other institutions of higher education regarding transfer of courses
- Dean/Dept. Head
- Appropriate Vice President or Provost
- Provost
- President

4. ATHLETIC AGREEMENTS

4.1 Athletic Events
* Scheduled NCAA sanctioned sporting events.*
- Athletics Director
- Athletics Director <$100,000
- VPFA
- President
| 4.1.1 Athletic Game Guarantees | Athletics Director | Athletics Director <$100,000 | VPFA  
President |
|-----------------------------|------------------|-----------------|-----------|
| 4.2 Athletic Event Sponsorship | Athletics Director | Athletics Director <$100,000  
EDAS <$100,000 | VPFA  
President |
| 4.3 Transportation Purchase Order Contracts | Athletics Director | EDAS  
Contract Manager <$25,000  
Contract Coordinator <$5,000 | VPFA  
President |
| 4.4 Hotel Agreement | See §31.5 | See §31.5 | See §31.5 |
| 4.5 Athletic Facility Rental Agreements Limited use of System property by outside entities. | See §23.4 | See §23.4 | See §23.4 |
| 4.6 Recreational Sports Event Sponsorship | n/a | n/a | n/a |

5. **COLLECTION AGENCY AGREEMENTS**

5.1 Collection of Accounts (See 5.1.1 below). All collection agency contracts, extensions and renewals are subject to and conditioned upon express written approval of the State Attorney General. [LANGUAGE FROM CONTRACT TEMPLATE]

5.1.1 Collection Agency Agreements

General Counsel acts as liaison to the Attorney General and shall retain executed copies (not originals) and approval all collection agency contracts for the System and its members.

- Dean/Dept. Head  
- CFO  
- OGC  
- CEO, CFO or PD executes and OGC and the State Attorney General approve prior to Vendor execution.

6. **CONSTRUCTION CONTRACTS** (SP 51.02, 51.04, SR 51.04.01) *Monetary Categories Above Do Not Apply to this Section.*

6.1 Minor Projects (Less than $4,000,000) | See §28 | See §28 | See §28 |
<p>| 6.2 Major Projects ($4,000,000 or more, but less than $10,000,000) | See §28 | See §28 | See §28 |
| 7. | <strong>CONSULTING AGREEMENTS</strong> | | | |
| 7.1 | Statutory Consulting Agreements / Acquisition of consulting services as defined by Texas Government Code § 2254.021. | See §24 | See §24 | See §24 |
| 7.2 | Statutory Consulting Agreements providing consulting services to 3rd parties | See §24 | See §24 | See §24 |
| 8. | <strong>DONOR AGREEMENTS</strong> (SP 21.05, SR 21.05.01) | | | |
| 8.1 | Personal Property with Restrictions (including indemnification) on Acceptance (including cash or cash equivalents) See SP 21.05. | • Dean/Dept. Head  • EDAS | • VP for Institutional Advancement | • VP for Institutional Advancement |
| 8.2 | Real Property (including all bequests) All decisions involving accepting donations of real property should be coordinated through the SREO pursuant to SP 41.01. | See §23 | See §23 | See §23 |
| 9. | <strong>EMPLOYMENT APPOINTMENTS</strong> (See §29 for all of §9 below) | | | |
| 9.1 | Faculty Offer Letters (Conditional letters of appointment to faculty) | | | |
| 9.1.1 | Approval of Appointment Offers – Tenure with Appointment (Rank of Professor, Associate Professor) | See §29 | See §29 | See §29 |
| 9.1.2 | Approval of Appointment Offers – Tenure-Track Faculty Appointments (Rank of Associate Professor, Assistant Professor, Instructor) | “ | “ | “ |</p>
<table>
<thead>
<tr>
<th>Section Number</th>
<th>Description</th>
<th>Approvers</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.1.3</td>
<td>Approval of Appointment Offers – Non-Tenure Track Appointments (e.g. Visiting Faculty Titles &amp; Lecturer Titles)</td>
<td>“”</td>
</tr>
<tr>
<td>9.1.4</td>
<td>Approval of Appointment Offers – Appointment and accompanying salary changes as Dean, Interim Dean, Acting Dean</td>
<td>“”</td>
</tr>
<tr>
<td>9.1.5</td>
<td>Approval of Appointment Offers – Appointment and accompanying salary changes as Academic Dean/Dept. Head, Interim Head, Acting Head</td>
<td>“”</td>
</tr>
<tr>
<td>9.1.6</td>
<td>Approval of Appointment Offers – Appointment and accompanying salary changes for faculty members appointed as Director of an Academic Administrative Services Center or Institute</td>
<td>“”</td>
</tr>
<tr>
<td>9.1.7</td>
<td>Approval of Appointment Offers – Appointment and accompanying salary changes as Associate or Assistant Dean</td>
<td>“”</td>
</tr>
<tr>
<td>9.1.8</td>
<td>Approval of Appointment Offers – Appointment and accompanying salary changes as Associate or Assistant Dean/Dept. Head, Departmental Division Head</td>
<td>“”</td>
</tr>
<tr>
<td>9.1.9</td>
<td>Approval of Appointment Offers – Faculty Appointments in excess of Budgeted 100% Assignment</td>
<td>“”</td>
</tr>
<tr>
<td>9.1.10</td>
<td>Continuing and Extension Education</td>
<td>“”</td>
</tr>
<tr>
<td>Section</td>
<td>Description</td>
<td>Approval</td>
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</tbody>
</table>
| 9.1.11  | Other Instructional Agreements  
- Temporary Hires (part-time faculty, adjunct faculty)                                                                                             | “”       | “”     | “”    |
| 9.1.12  | Off-Campus Instruction                                                                                                                                   | “”       | “”     | “”    |
| 9.1.13  | Graduate Assistants (initial employment agreement for graduate student assistants)                                                                       | “”       | “”     | “”    |
| 9.2     | Non-Faculty Employment Appointments                                                                                                                                                                           |          |        |       |
| 9.2.1   | Approval of Appointment Offers – Non-Classified Administrative Staff                                                                                   | “”       | “”     | “”    |
| 9.2.2   | Approval of Appointment Offers – Classified Support Staff                                                                                                                                                       | “”       | “”     | “”    |
| 9.2.3   | Approval of Appointment Offers – Staff in Excess of Budgeted 100% Assignment                                                                           | “”       | “”     | “”    |

10. EMPLOYEE BENEFITS CONTRACTS  
- Risk Management  

10.1 Group Insurance Contracts/Policies and Administrative Agreements  
System System System  

11. EQUIPMENT LEASE AGREEMENTS  
[TAMU-CC] as Lessor  

11.1 Equipment Lease with Purchase Option Non-employee (former faculty, research sponsor, etc.) rental for a specific period with fixed purchase option of [TAMU-CC]-owned equipment.  
- Dean/Dept. Head  
- EDAS  
- VPFA  
- President  

11.2 Equipment Lease for TAMU-CC/Related Activities Non-employee (student, conference, etc.) rental for a specified period of [TAMU-CC]-owned vehicle or other equipment.  
- Dean/Dept. Head  
- EDAS  
- VPFA  
- President  

11.2.1 Rental Vehicles (Non-[TAMU-CC] Lessee)  
- Dean/Dept. Head  
- EDAS  
- VPFA  
- President
11.2.2 Equipment  |  • Dean/Dept. Head  |  • EDAS  |  • VPFA

11.3 **Equipment Lease with Purchase Option**  
**Rental of equipment for [TAMU-CC] use with fixed option to purchase within a specified period (five years or less).**  
|  • Dean/Dept. Head  |  • EDAS  |  • VPFA

11.4 **Equipment Lease (Rental)**  
**Rental of equipment for [TAMU-CC] use for a specified period (five years or less).**  
|  • Dean/Dept. Head  |  • EDAS  |  • VPFA

12. **FEDERAL & STATE REGULATORY AGREEMENTS**

12.1 **Permits, Licenses, Declarations, Applications Filed with Regulatory Agencies**  
|  • Dean/Dept. Head/ Director  |  • Provost  |  • VPFA  |  • President

13. **FINANCIAL CONTRACTS – Treasury Services**

13.1 **System Depositories (SP 22.02)**  
|  System  |  System  |  System

13.2 **Investment Management (SP 22.02)**  
|  System  |  System  |  System

13.2.1. **Investment Consultants and Advisors (subject to provisions of §6 Consultant Agreements)**  
|  System  |  System  |  System

13.2.2 **Investment Management (SP 22.02)**  
|  System  |  System  |  System

13.3 **Debt Management (SP 23.02, RFS, HEF and PUF)**  
|  System  |  System  |  System

13.3.1 **Financial Advisors (subject to provisions of §6 Consultant Agreements)**  
|  System  |  System  |  System

13.3.2 **Bond Counsel (See §18.2 Legal)**  
|  System  |  System  |  System

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### 13.4 Other Banking Functions (Custodial agreements, securities lending agreements)

<table>
<thead>
<tr>
<th>System</th>
<th>System</th>
<th>System</th>
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</thead>
</table>

### 14. GRANT PARTICIPATION AGREEMENTS (FEDERAL/STATE/LOCAL/PRIVATE)

14.1 Grants (sponsored projects) (See §26)

<table>
<thead>
<tr>
<th>System</th>
<th>System</th>
<th>System</th>
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</thead>
</table>

- Research and Innovation Office of Sponsored Research Administration (can be re-delegated by VPR to SRS)
- Vice President of Research and Innovation
- Director OSRA
- Vice President of Research and Innovation or designee (unlimited signature authority per System Policy 25.07.§3a)

14.2 Student Financial Aid

<table>
<thead>
<tr>
<th>System</th>
<th>System</th>
<th>System</th>
</tr>
</thead>
</table>

- Dean/Dept. Head
- VP Enrollment Management
- Provost
- VPFA
- President
- VPFA
- President

14.3 Funding Agreements (Academic)

| n/a | n/a | n/a |

14.4 Funding Agreements (Non-Academic)

| n/a | n/a | n/a |

### 15. INSURANCE-PARTIAL RISK TRANSFER CONTRACTS - Risk Management and Safety

15.1 Fleet Automobile and Motor Driven Liability Contract (Motorized autos and machinery driven by System employees.) Contract reviewed by the State Board of Insurance, Attorney General’s Office and the Texas Building and Procurement Commission.

<table>
<thead>
<tr>
<th>System</th>
<th>System</th>
<th>System</th>
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</thead>
</table>

15.2 Directors and Officers Liability Contract (Covers BOR, System Administrators, Faculty and Staff)

<table>
<thead>
<tr>
<th>System</th>
<th>System</th>
<th>System</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.3</td>
<td>Healthcare Purchasers Professional Liability Contract (Professional / Fiduciary coverage for System Self-Insured Group Benefit Programs)</td>
<td>System</td>
</tr>
<tr>
<td>15.4</td>
<td>Various Insurance – Partial Risk Transfer Contracts (Funding from Member / User)</td>
<td>System</td>
</tr>
<tr>
<td><strong>NOTE:</strong></td>
<td>The Office of Risk Management and Safety is responsible for all System-based Partial Risk Transfer Contracts. Risk Management must be contacted before any insurance is purchased.</td>
<td></td>
</tr>
<tr>
<td>15.5</td>
<td>Workers’ Compensation Insurance Claims processing or settlement</td>
<td>System</td>
</tr>
<tr>
<td>15.6</td>
<td>Administrative Contracts</td>
<td>System</td>
</tr>
</tbody>
</table>

### 16. INTELLECTUAL PROPERTY (SP 17.01)

**Texas A&M Technology Commercialization (TTC)**

<p>| 16.1 | Technology Transfer | | | |
| | 16.1.1 Patent License Agreement (Technology Transfer) | See §30 | See §30 | See §30 |
| | 16.1.2 Non-Patent License Agreement (Technology Transfer) | See §30 | See §30 | See §30 |
| | 16.1.3 Trademark License | See §30 | See §30 | See §30 |
| | 16.1.4 Invention/Software Copyright Disclosure | See §30 | See §30 | See §30 |
| | 16.1.5 Software License | See §22.3 | See §22.3 | See §22.3 |
| | 16.1.6 Material Transfer (Commercial) | n/a | n/a | n/a |
| | 16.1.7 Material Transfer (Non-Commercial) | n/a | n/a | n/a |
| 16.2 | Intellectual Property Application and Prosecution | n/a | n/a | n/a |</p>
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Approving Parties</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.3</td>
<td>Collegiate Licensing</td>
<td>• Dean/Dept. Head • EDAS • VPFA • President</td>
</tr>
<tr>
<td>16.4</td>
<td>Nondisclosure/Confidentiality Agreements</td>
<td>• Dean/Dept. Head • VPFA • VPFA</td>
</tr>
<tr>
<td>16.5</td>
<td>Texas Inter-Agency Agreements</td>
<td>Commitment for the use/acquisition (provision) from (to) another state agency or institution</td>
</tr>
<tr>
<td>16.6</td>
<td>Business Services Agreements (with outside entities)</td>
<td>• n/a • n/a • n/a</td>
</tr>
<tr>
<td>16.7</td>
<td>Affiliation Agreements with Foreign Governmental Bodies and Private Companies and Foundations</td>
<td>• Dean/Dept. Head or Designee • VP for Institutional Advancement • President</td>
</tr>
<tr>
<td>16.8</td>
<td>Federal/State Program Participation Agreements</td>
<td></td>
</tr>
<tr>
<td>16.9</td>
<td>Federal/State Regulatory Agreements</td>
<td>(permits, licenses, declarations, applications filed with regulatory agencies)</td>
</tr>
<tr>
<td>16.10</td>
<td>Intra-System Agreements</td>
<td>Commitments for the use/acquisition (provision) from (to) other System Members</td>
</tr>
<tr>
<td>16.11</td>
<td>Memorandum of Agreement</td>
<td>Non-academic (letter style) agreements which document programmatic commitments between TTC and Non-System entities</td>
</tr>
</tbody>
</table>
17. **INTER-AGENCY and INTER-LOCAL AGREEMENTS**

| 17.1 | Inter-Agency Agreements  
\(\text{Commitment for the use/acquisition (provision) of resources from (to) another STATE AGENCY governed by Texas Government Code Chapter 771}\) | Dean/Dept. Head | EDAS | VPFA |
|---|---|---|---|---|
| 17.2 | Inter-Local Agreements  
\(\text{Commitment for the use/acquisition (provision) of resources from (to) a LOCAL GOVERNMENT governed by Texas Government Code Chapter 791}\) | Dean/Dept. Head | EDAS | VPFA |

18. **INTRA-SYSTEM AGREEMENT**

| 18.1 | Intra-System Agreement  
\(\text{Commitment for the use/acquisition (provision) of resources from (to) other SYSTEM members.}\) | Contract Originator  
\*Dean/Dept. Head  
\*Contract Administration | EDAS | VPFA |

19. **LEGAL** (SP 09.04, SR 09.04.01)

19.1 Litigation (See 19.1.1 below)  
All settlements shall have concurrence of the [TAMU-CC] CEO and General Counsel and where required, the approval of the State Attorney General.

| 19.1.1 | Approval to Settle:  
\(\text{\$100,000 or less General Counsel}\)  
\(\text{\$100,000 to \$300,000}\) | General Counsel  
\*Chancellor | General Counsel | Chancellor  
\*Board of Regents |
|---|---|---|---|---|
| 19.2 | Outside Legal Counsel  
\(\text{General Counsel acts as liaison to the Attorney General and shall retain, manage and approve all outside counsel for the System and its members.}\) | Dean/Dept. Head  
\*Chancellor  
\*General Counsel | President  
\*Chancellor | Chancellor  
\*\$100,000 - \$300,000  
\*\Board of Regents  
\*>\$300,000 |
<table>
<thead>
<tr>
<th>20.</th>
<th>MEMORANDA OF AGREEMENT/UNDERSTANDING - ACADEMIC</th>
</tr>
</thead>
</table>
| 20.1 | General Memorandum of Agreement or Understanding (Letter Agreement)  
*Documents programmatic commitments between [TAMU-CC] and non-TAMUS entities; contracts to perform educational and service activities consistent with the [TAMU-CC] mission.*  
| | • Dean/Dept. Head | • Provost | • Provost |
| 20.2 | Cooperative Agreements  
*Student co-op affiliation agreements with sponsoring entities.*  
| | • Dean/Dept. Head | • Provost | • Provost |
| 20.3 | International Affairs  
*Documents mutual obligations for international joint programs.*  
| | • Assoc. VP, Academic Affairs | • Provost  
• VPFA | • President |
| 20.4 | International Study Abroad Program  
| Assoc. VP, Academic Affairs | • Provost  
• VPFA | • President |
| 20.5 | Training Affiliation *(internships)*  
*Documents mutual obligations to establish training [internship opportunities] for [TAMU-CC] students.*  
| • Dean/Dept. Head | • Provost | • Provost |
| 20.6 | Work Study Program Agreements  
| • Dean/Dept. Head  
• Appropriate VP | • VPFA | • President |

<table>
<thead>
<tr>
<th>21.</th>
<th>MEMORANDA OF AGREEMENT/UNDERSTANDING – NON-ACADEMIC</th>
</tr>
</thead>
</table>
| 21.1 | General Memorandum of Agreement or Understanding (Letter Agreement)  
*Documents commitments between [TAMU-CC] and non-TAMUS entities that are non-academic in nature.*  
| | • Dean/Dept. Head  
• Appropriate VP | • EDAS | • VPFA |
### 22. PURCHASE AGREEMENTS ([TAMU-CC] acquiring goods and non-professional services)

| 22.1 | [TAMU-CC] Purchase Orders  
*Purchase of goods from outside vendor using standard form promulgated by [TAMU-CC] which are processed through the appropriate bid process in accordance with TAMUS policies and State requirements.* | • Dean/Dept. Head | • Buyer <$50,000  
• Senior Buyer up to $100,000 | • Director, Procurement & Disbursements |
| 22.2 | Vendor Purchase Orders  
*Purchase of goods or services from outside vendor using vendor supplied document or negotiated agreement.  
(requiring signature with terms & conditions)* | • Dean/Dept. Head | • EDAS  
• Contract Manager <$25,000  
• Contract Coordinator <$5,000 | • VPFA  
• President |
| 22.3 | Software License Agreements  
*Contract for site use of computer software using vendor supplied document or agreement.* | • Dean/Dept. Head  
• Dean /Director | • EDAS  
• Contract Manager <$25,000  
• Contract Coordinator <$5,000 | • VPFA  
• President |
| 22.3.1 | Department  
*Contract limiting application to specific Department.* | • Dean/Dept. Head  
• Dean /Director | • EDAS  
• Contract Manager <$25,000  
• Contract Coordinator <$5,000 | • VPFA  
• President |
| 22.3.2 | University  
*Contract providing University- wide computing application.* | • Dean/Dept. Head  
• Assoc. VP, Information Technology or Designee | • EDAS  
• Contract Manager <$25,000  
• Contract Coordinator <$5,000 | • VPFA  
• President |
| 22.4 | Memberships  
*Purchase of Organizational Affiliations for individuals, groups, or the institution requires pre-approval via written authorization of President* | • Dean/Dept. Head  
• Appropriate VP  
• President | • President | • President |
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Approval Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>22.4.1</td>
<td>Professional/Service Associations <em>Purchase by [TAMU-CC] on behalf of an individual, group or the institution of a membership in a professional or service organization requires pre-approval via written authorization of President</em></td>
<td>• Dean/Dept. Head&lt;br&gt;• Appropriate VP&lt;br&gt;• President</td>
</tr>
<tr>
<td>22.4.2</td>
<td>Social/Individual <em>Purchase by [TAMU-CC] on behalf of an individual of a membership in a social organization requires written authorization of President</em></td>
<td>• Dean/Dept. Head&lt;br&gt;• President</td>
</tr>
<tr>
<td>22.5</td>
<td>Library Acquisitions <em>Books, subscriptions, reference materials, memberships purchased for the express purpose of obtaining publications. Database services and lease agreements for electronic library materials.</em></td>
<td>• Dean/Dept. Head</td>
</tr>
<tr>
<td>22.6</td>
<td>Library Subcontracts <em>[TAMU-CC] library subcontracts to provide off-campus library services.</em></td>
<td>n/a</td>
</tr>
<tr>
<td>22.7</td>
<td>Commercial Licenses (Chick Fil-A, etc.)</td>
<td>• Dean/Dept. Head</td>
</tr>
<tr>
<td>22.8</td>
<td>Maintenance Agreements acquired with equipment purchase or as stand-alone purchase <em>(Requisition routing)</em></td>
<td>• Dean/Dept. Head&lt;br&gt;• Dean/Director &lt;$10,000&lt;br&gt;• Vice President &lt;$50,000&lt;br&gt;• VPFA &gt;$50,000</td>
</tr>
<tr>
<td>22.9</td>
<td>Partial Sale, Partial Gift Purchases (See SP 21.05, §3)</td>
<td>n/a</td>
</tr>
<tr>
<td>22.10</td>
<td>Financing Service Agreements related to the acquisition of good or services</td>
<td>n/a</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>23. <strong>REAL PROPERTY TRANSACTIONS</strong> (SP 41.01, SR 41.01.01)¹</th>
<th>* Monetary Categories Above Do Not Apply to this Section</th>
</tr>
</thead>
</table>
| 23.1 Gifts/Bequests of Real Property  
Per SR 41.01.01, §3:  
o SREO oversees all acquisitions of real property.  
o SOBA and OGC must approve prior to CEO accepting gift. | • VP for Institutional Advancement  
• EDAS  
• VPFA | • System Real Estate Office |

<table>
<thead>
<tr>
<th>23.2 Lease of Real Property</th>
</tr>
</thead>
</table>
| 23.2.1 TO 3rd Parties  
o Lease of SYSTEM-owned facilities and/or land for a period. SREO shall review leases as required by SR 41.01.01, §5.  
o Leases to 3rd Parties with a term >5 years, including renewals, must be approved by the BOR as required by SP 41.01, §4.1 | • Dean/Dept. Head  
• Contract Administration  
• System Real Estate Office | • System Real Estate Office  
• General Counsel; and VPFA |

---

¹ Monetary Categories Above Do Not Apply to this Section.
| 23.2.2 FROM 3rd Parties | • Dean/Dept. Head  
• Contract Administration  
• System Real Estate Office  
• General Counsel | • System Real Estate Office  
• General Counsel; and VPFA |

Lease of facilities (office, laboratory, classroom, storage, residence, etc.) and/or land from a 3rd party for [TAMU-CC] use for a specified period. 

*Per SR 41.01.01, §6:*

- SREO shall review all such leases except residential property and storage space leases that do not exceed 2 years or $50,000.
- Member CEOs may execute residential property and storage space leases that do not exceed 2 years or $50,000 and all other leases that do not exceed 5 years or $500,000.

| 23.2.3 Student Retreat Facility Lease | • Dean/Dept. Head | • EDAS  
• Contract Manager <$25,000  
• Contract Coordinator <$5,000 | • VPFA  
• President |

of facilities (camp grounds, recreational facility, residence, etc.) and/or land for [TAMU-CC] use for a specific student retreat.
### 23.3 Housing Agreements

| 23.3.1 | International Housing  
*University owned or leased housing provided for visiting international faculty.* | n/a | n/a |
| --- | --- | --- | --- |

| 23.3.2 | Residence Hall  
*On-campus student housing.* |  
- Director of Housing  
- VP, Student Engagement & Success |  
- VPFA  
- President |
| --- | --- | --- | --- |

| 23.3.3 | Student Apartments  
*Off-campus University-housing provided for students.* | n/a | n/a |
| --- | --- | --- | --- |

| 23.3.4 | Mail Box  
*Rental of residence hall mail boxes.* |  
- Director of Housing  
- Director, University Services |  
- VPFA |  
- VPFA |
| --- | --- | --- | --- |

### 23.4 Other Grants of Rights in Real Property

| 23.4.1 | Permits, Licenses and Facility Use Agreements covering System property (temporary or periodic use, i.e. arenas, stadiums, classrooms, etc.).  
See SP 41.01.01, §12.1 |  
- Dean/Dept. Head |  
- EDAS  
- Contract Manager <$25,000  
- Contract Coordinator <$5,000 |  
- VPFA  
- President |
| --- | --- | --- | --- |

| 23.4.2 | Permits and Licenses of System Land, including Water Use and Antiquities Permits |  
- Dean/Dept. Head |  
- VPFA  
- President |  
- VPFA  
- President |
23.4.3 Permits, Licenses and Facility Use Agreements covering 3rd Party Property (temporary or periodic use, i.e. arenas, stadiums, classrooms, campgrounds, etc.). See SP 41.01.01, §12.2

<table>
<thead>
<tr>
<th>Dean/Dept. Head</th>
<th>EDAS</th>
<th>VPFA</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Contract Manager &lt;$25,000</td>
<td>• Contract Coordinator &lt;$5,000</td>
<td>• President</td>
</tr>
</tbody>
</table>

23.4.4 Other Real Property Documents (i.e. Surface Use Agreements, Subordination, Non-disturbance & Attornment Agreements, Assignments, Estoppels, Consents, Ratifications, Releases, Memorandums, Affidavits, etc.)

| n/a | n/a | n/a |

23.5 Service Contracts for Real Property Transactions (surveyors, appraisers, property inspectors, title company contracts, etc.) (See §23)

| n/a | n/a | n/a |

24. SALES AGREEMENTS

24.1 Consultant/Professional Service Agreements

<table>
<thead>
<tr>
<th>Contract Originator</th>
<th>Department Director</th>
<th>VPFA</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAMU-CC acting as consultant or performing professional service and/or receiving services (including testing services).</td>
<td>Contract Administration</td>
<td>VPFA</td>
</tr>
</tbody>
</table>

24.1.1 Analysis Testing

<p>| n/a | n/a | n/a |</p>
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Roles</th>
</tr>
</thead>
</table>
| 24.2    | Transfer of Departmental Property (TDP) (inventoried and non-inventoried items) | • Dean/Dept. Head  
• Property Officer  
• Property Officer  
• VPFA |
| 24.2.1  | Transfer or surplus property | • Dean/Dept. Head  
• Property Officer  
• Property Officer  
• VPFA |
| 24.2.2  | Transfer within the System | • Dean/Dept. Head  
• Property Officer  
• Property Officer  
• VPFA |
| 24.2.3  | Transfer to another state agency | • Dean/Dept. Head  
• Property Officer  
• Property Officer  
• VPFA |
| 24.2.4  | Transfer to an independent third party | • Dean/Dept. Head  
• EDAS  
• EDAS  
• VPFA |
| 24.3    | Educational Testing Services | • Dean/Dept. Head  
• Associate Vice President for Academic Affairs  
• VPFA  
• Provost |
| 24.4    | Entertainment Events  
*Artistic entertainment performance agreements.* | • Dean/Dept. Head  
• EDAS  
• Contract Manager <$25,000  
• Contract Coordinator <$5,000  
• VPFA |
| 24.5    | Lecture/Seminar Speaker Agreements  
*Use of non-faculty/staff to lecture or speak in support of institutional programs.* | • Dean/Dept. Head  
• EDAS  
• Contract Manager <$25,000  
• Contract Coordinator <$5,000  
• VPFA |
| 24.6    | Maintenance Agreements | • Dean/Dept. Head  
• EDAS  
• Contract Manager <$25,000  
• Contract Coordinator <$5,000  
• VPFA  
• President |
24.6.1 Purchase with Equipment (Purchase of maintenance services from equipment vendor as an integral part of equipment purchase.)
- Dean/Dept. Head
- Director of Procurement & Disbursements
- EDAS
- Contract Manager <$25,000
- Contract Coordinator <$5,000
- VPFA
- President

24.6.2 Stand Alone Purchase (Purchase of maintenance services independent from equipment purchase or vendor.)
- Dean/Dept. Head
- Director of Procurement & Disbursements
- EDAS
- Contract Manager <$25,000
- Contract Coordinator <$5,000
- VPFA
- President

24.7 Non-academic Instruction
- Dean/Dept. Head
- EDAS
- VPFA
- President

24.8 Statutory Professional Services
Acquisition of professional services as defined by Texas Government Code §2254.002 (accounting, architecture, optometry, medicine, land surveying, real estate appraising, and professional engineering). Agreements for outside counsel must comply with §24.
- Dean/Dept. Head
- EDAS
- VPFA
- President
### 24.9 Statutory Consulting Services

**Acquisition of consulting services as defined by Texas Government Code §2254.021. Agreements for outside counsel must comply with §24.**

| 24.9 | Statutory Consulting Services | • Dean/Dept. Head | • EDAS | • VPFA  
| 24.10 | Student Medical Services | • Dean/Dept. Head | • EDAS | • VPFA  
| 24.12 | Conference/Short-Course | • Director, Education & Youth Programs | • EDAS | • VPFA  
| 24.11 | Unclassified Services | • Dean/Dept. Head | • EDAS  
| | **Purchase of services not specified elsewhere.** |  
| | | • Contract Manager <$25,000 
| | | • Contract Coordinator <$5,000 | • VPFA  
| 24.13 | Exhibition Loan Agreements | • Dean/Dept. Head | • EDAS  
| | **Documents commitments to display, secure, admit public, etc. to view works of art of material of public interest.** |  
| | | • Contract Manager 
| | | • Contract Coordinator | • VPFA  

### 25. REVENUE GENERATING AGREEMENTS

| 25. | Revenue Generating | • Dean/Dept. Head | • VPFA  
| 25. | | | • President |
### RESEARCH AGREEMENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Signature Authority</th>
</tr>
</thead>
</table>
| **26.1** | Research agreements (where member is the prime contractor signing the agreement with the sponsor; or member is a subcontractor signing the agreement with the prime contractor or a higher-tier subcontractor). *Includes grants, contracts, and cooperative agreements* | • Vice President of Research and Innovation  
• Director OSRA |
| **26.2** | Sub-agreements/Sub-recipient/Sub-grant/Sub-contract agreements for sponsored research and ancillary services (where member is the prime contractor signing the agreement with a subcontractor; or member is a subcontractor signing the agreement with a lower-tier subcontractor). | • Vice President of Research and Innovation/ Director OSRA |
| **26.3** | Proposal Submissions | • Vice President of Research and Innovation/ Director OSRA |
| **26.4** | Teaming Agreements | • Vice President of Research and Innovation  
• Vice President of Research and Innovation |

- **Vice President of Research and Innovation or designee (unlimited signature authority per System Policy 25.07, §3a)**
### 26.5 Non-disclosure Agreements
- Vice President of Research and Innovation or designee

### 26.6 Material Transfer Agreements
- Vice President of Research and Innovation
- Vice President of Research and Innovation
- Vice President of Research and Innovation (unlimited signature authority per System Policy 25.7, §3a)

### 26.7 Testing/Analytical Agreements
- Vice President of Research and Innovation
- Vice President of Research and Innovation
- Vice President of Research and Innovation (unlimited signature authority per System Policy 25.07, §3a)

### 26.8 Misc. Research Agreements.
*Includes Vessel Time Charter Agreements and Video Production Agreements.*
- Vice President of Research and Innovation
- Vice President of Research and Innovation
- Vice President of Research and Innovation (unlimited signature authority per System Policy 25.07, §3a)

### 27. UNCLASSIFIED AGREEMENTS
- Dean/Dept. Head
- EDAS
- VPFA

### 28. CONSTRUCTION CONTRACTS

#### 28.1 Minor Construction Projects delegated to Components under 51.04.01
- VPFA
- Hub Coordinator
- System Policy 51.04
- System Policy 51.04
| 28.2 Facilities Services Repair and Renovation Projects $0-$100,000 through Southeast Service Corporation dba SSC Service Solutions (2013-2022) | • VPFA  
• HUB Coordinator | • VPFA | • VPFA  
• President |
|---|---|---|---|
| 28.3 Architect/Engineer/Professional Services of Facilities Services construction | • VPFA  
• HUB Coordinator | • VPFA | • President  
• VPFA |

29. EMPLOYMENT AGREEMENTS

| 29.1 Appointments with Tenure (Rank of Associate Professor, Professor) | • Faculty Committee  
• Dean  
• Provost | • President  
• Provost | • President  
• Provost  
• (all contracts require BOR approval) |
|---|---|---|---|
| 29.2 Probationary Tenure Track Appointments (Rank of Assistant Professor, Associate Professor) | • Academic Dean/Dept. Head  
• Appropriate College Dean  
• Provost | • Provost | • Provost |
| 29.3 Non-Tenure Track Appointments (Non-tenured Faculty titles; all lecturer titles) | • Academic Dean/Dept. Head  
• Appropriate College Dean  
• Provost | • Provost | • Provost |
| 29.4 Faculty Appointment with Support Agreements (will be included in official letter) | • Academic Dean/Dept. Head  
• Appropriate College Dean  
• VP Research and Innovation  
• Provost | • Provost | • Provost |
| 29.5 Faculty Appointments in excess of 100% effort | • Academic Dean/Dept. Head  
• Appropriate College Dean  
• Vice President of supported program  
• Provost | • Provost | • Provost |
| 29.6 Graduate Teaching Assistant | • Academic Dean/Dept. Head  
• Appropriate College Dean  
• Appropriate Vice President | • Dean | • Provost |
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Delegation of Authority</th>
<th>Approval Signatory</th>
</tr>
</thead>
<tbody>
<tr>
<td>29.7</td>
<td>Graduate Research Assistant • Academic Dean/Dept. Head • Appropriate College Dean • Appropriate Vice President</td>
<td>Dean</td>
<td>Provost</td>
</tr>
<tr>
<td>29.8</td>
<td>Graduate Assistant (other than teaching or Research) • Academic Dean/Dept. Head • Appropriate College Dean • Appropriate Vice President</td>
<td>Dean • Appropriate VP</td>
<td>Provost</td>
</tr>
<tr>
<td>29.9</td>
<td>Initial Employment Agreement for Graduate Student Assistants • Academic Dean/Dept. Head • Appropriate College Dean • Appropriate Vice President</td>
<td>Dean • Appropriate VP</td>
<td>Provost</td>
</tr>
<tr>
<td>29.10</td>
<td>Post Doctorate • Academic Dean/Dept. Head • Appropriate College Dean • Appropriate Vice President • Academic Dean/Dept. Head • Appropriate College Dean • Appropriate Vice President</td>
<td>Provost</td>
<td></td>
</tr>
<tr>
<td>29.11</td>
<td>Continuing Education Instruction Activity in Support of Continuing Education resulting in additional, above budgeted salary) • Dean</td>
<td>Provost or Appropriate Vice President</td>
<td>President</td>
</tr>
<tr>
<td>29.12</td>
<td>Selected Athletic Appointment • Athletic Director</td>
<td>President</td>
<td>President</td>
</tr>
<tr>
<td>29.13</td>
<td>Temporary Hires • Dean/Dept. Head</td>
<td>Provost or Appropriate Vice President</td>
<td>President</td>
</tr>
<tr>
<td>29.14</td>
<td>Off-Campus Instruction (offer letters) • Dean/Dept. Head • Appropriate College Dean • Associate VP Academics &amp; Compliance</td>
<td>Provost</td>
<td>President</td>
</tr>
</tbody>
</table>
### 30. INTELLECTUAL PROPERTY AGREEMENTS

#### 30.1 Technology Transfer
Any copyright or patent work, regardless of the contract value must be processed through the Vice President for Research and Innovation, who in turn will act as the liaison to the System Office of Technology

- **VCFSR = Vice Chancellor for Federal and State relations of the System**
- **President**
- **Chancellor**

#### 30.2 Invention/Software Copyright Disclosure

- **VP Research and Innovation**
- **President**
- **Chancellor**

- **President**
- **Chancellor**

#### 30.3 License Agreement (Patent requires Chancellor approval)

- **VP Research and Innovation**
- **Dean, College of Graduate Studies**
- **President**
- **Chancellor**

- **VP Research and Innovation**
- **Dean, College of Graduate Studies**
- **President**
- **Chancellor**

#### 30.4 Press Publishing Agreements

- **Dean/Dept. Head**
- **Appropriate College Dean**
- **Provost**
- **President**

#### 30.5 Press Manuscript Agreements

- **Dean/Dept. Head**
- **Appropriate College Dean**
- **Provost**
- **President**

### 31. OTHER

#### 31.1 Commercial Product/Promotion
Availability agreements with substantial campaigns, such as commercial broadcasts

- **Dean/Dept. Head**
- **VPFA**
- **VPFA**
- **President**

#### 31.2 Vending and Commercial Concession

- **Director, University Services**
- **EDAS**
- **VPFA**
- **VPFA**
- **President**
| 31.3 Limited Duration Right to Use Site (third party) | • Dean/Dept. Head  
• System Real Estate Office | • VPFA | • VPFA  
• President |
|---|---|---|---|
| 31.4 Concession Committee Agreements; Student Organization sponsored vendor space and facilities; Limited Use Agreements | • Dean/Dept. Head  
• Director, University Services | • VPFA | • President |
| 31.5 Hotel agreements may be executed by Dean/Dept. Head, consistent with 25.07.99.C1 Contract Administration | • See description 25.07.99.C1 | • See description 25.07.99.C1 | • See description 25.07.99.C1 |