

Delegations of Authority for The University of Texas at Tyler*

| Board of Regents’ Rules and Regulations | | From | Delegate | Date of Delegation |
|--|---|-------------------------------|---|---------------------------|
| CURRENT PURPOSE GIFTS: Delegation of authority to accept current purpose gifts other than securities to UT Tyler, provided that each gift is processed in accordance with all applicable laws, Rules, policies and the UT Gift Acceptance Procedures. | <i>Rule 60101, Section 5; Article 2, Section 6 UT System Gift Acceptance Procedures</i> | Michael Tidwell, President | Carrie Clayton Kent Stucky | August 25, 2017 |
| GIFTS OF SECURITIES: Delegation of authority to accept current purpose gifts of securities in the amount of \$1,000,000 or less. | <i>Rule 60101, Section 5; UT System Gift Acceptance Procedures Section 7</i> | Michael Tidwell, President | <u>The University of Texas System Office of External Relations:</u> Julia K. Lynch, Associate Vice Chancellor for Development and Gift Planning Services Marcia Inger Navratil, Director of Gift Planning Services Charlotte Hambrick, Director of Endowment Compliance and Development Operations | August 28, 2017 |
| IRS FORMS (GIFTS): Delegation of authority to execute necessary IRS forms relating to gifts, including IRS Forms 8283 and 8282. | <i>Rule 60101, Sections 2 & 8</i> | Michael Tidwell, President | Carrie Clayton Cindy Troyer | August 25, 2017 |
| IRS FORMS (NOT GIFT RELATED): Delegation of authority to execute certain IRS forms, including 941, 1096, 1042, 1042T, W-3, etc. Extends only to necessary IRS forms not relating to gifts. | <i>Rule 10501</i> | Michael Tidwell, President | Cindy Troyer Carrie Clayton | January 9, 2017 |
| BANKING: Delegation of authority to execute and deliver contracts for banking services. | <i>Rule 10501; UTS166; UTS167</i> | Michael Tidwell, President | William O’Donnell Carrie Clayton | August 25, 2017 |

**Please be aware that this chart provides only a brief summary of each delegation memorandum. You will need to review the specific delegation memorandum that is of interest to you for detailed scope and restrictions related to such delegation. As of 10-25-16, with the exception of certain Special Procedure Contracts, the Board approval threshold for UT Tyler is \$1,000,000, and the OGC threshold is \$500,000 (see Rule 10501 and UTS145). Delegation chart current as of 10/13/2017.*

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| NEW MINOR CONSTRUCTION PROJECTS AND MINOR REPAIR AND REHABILITATION PROJECTS: Delegation of authority to (1) appoint architects; approve plans and construction documents; and execute and deliver related contracts, agreements, guaranteed maximum price or stipulated sum proposals; and other documents, and (2) execute and deliver contracts and agreements with architects, engineers, and other professional service providers, for all new minor construction projects and minor repair and rehabilitation projects with an anticipated value under \$4,000,000. | <i>Rule 80403; Rule 10501, Section 2.1</i> | Michael Tidwell, President | William O'Donnell Carrie Clayton | August 25, 2017 |
| PURCHASE ORDERS: Delegation of authority to execute and deliver purchase orders for the routine purchase of equipment, supplies, goods and services. | <i>Rule 10501</i> | Michael Tidwell, President | William O'Donnell Carrie Clayton Cindy Troyer Sheila Darcey Paul Fitts | January 2, 2017 |
| CONTRACTS: Delegation of authority to execute and deliver contracts and agreements of any kind or nature, including contracts and agreements for the purchase of equipment, supplies, goods, and services, up to \$50,000. | <i>Rule 10501</i> | Michael Tidwell, President | <u>Up to \$50,000</u> Michael Donley | January 2, 2017 |
| ACADEMIC CONTRACTS: Delegation of authority to execute and deliver contracts of any kind or nature related to Academic Affairs, including academic affiliation agreements and contracts for the purchase of equipment, supplies, goods, and services. | <i>Rule 10501</i> | Michael Tidwell, President | Dr. Amir Mirmiran, Provost and Vice President for Academic Affairs | January 2, 2017 |
| CONTRACTS (INCLUDING SPACE LEASE): Delegation of authority to execute and deliver contracts of any kind or nature, including contracts for the purchase of equipment, supplies, goods, and services, and including Space Lease Agreements. | <i>Rule 10501</i> | Michael Tidwell, President | William O'Donnell Carrie Clayton | August 25, 2017 |

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| INTERAGENCY CONTRACT WITH U.T. INSTITUTIONS: Delegation of authority to execute and deliver contracts or agreements with UT System Administration or between or among institutions of UT System for resources or services. | <i>Rule 10501</i> | Michael Tidwell, President | William O’Donnell Carrie Clayton Cindy Troyer | August 25, 2017 |
| ELECTRICITY TRANSACTION CONFIRMATIONS: Delegation of authority to enter into, execute and deliver verbal and written transaction confirmations authorized under electric contracts executed and delivered by an authorized representative of The University of Texas at Tyler. | <i>Rule 10501</i> | Michael Tidwell, President | William O’Donnell Carrie Clayton William “Jerry” Stuff | August 25, 2017 |
| STATE AND FEDERAL CONTRACTS OR PROPOSALS FOR SPONSORED RESEARCH: Delegation of authority to execute and deliver state and federal contracts or proposals for sponsored research. | <i>Rule 10501</i> | Michael Tidwell, President | Amir Mirmiran Carrie Clayton | August 25, 2017 |
| AGREEMENTS WITH CORPORATE SPONSORS AND AGREEMENTS THAT GRANT AN INTEREST IN INTELLECTUAL PROPERTY: Delegation of authority to execute and deliver contracts or agreements granting an interest in intellectual property. Delegation also covers typical option and license agreements and research contracts with corporate sponsors, as well as non-disclosure agreements and material transfer agreements. | <i>Rule 10501; Rule 90101, Sections 15.1 & 15.3</i> | Michael Tidwell, President | William O’Donnell Carrie Clayton | August 25, 2017 |
| CAMPUS CONDITION REPORTS: Delegation of authority to certify and submit “Campus Condition Reports” to the Texas Higher Education Coordinating Board (THECB). | <i>17 TAC 17.101(2)(B);T HECB Campus Condition Index Reporting Manual; Rule 10501</i> | Michael Tidwell, President | William “Jerry” Stuff | January 2, 2017 |
| RECORDS MANAGEMENT OFFICER: Delegation of authority to administer the University’s records management program. | <i>Section 441.183, Texas Govt. Code</i> | Michael Tidwell, President | Chief Business Officer | January 1, 2017 |
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| DELEGATIONS OF AUTHORITY FROM THE UNIVERSITY OF TEXAS SYSTEM ADMINISTRATION TO THE UNIVERSITY OF TEXAS AT TYLER | | | | |
| HOLIDAY SCHEDULE: Delegation of authority to approve annually the holiday schedule for the respective institutions. | <i>Rule 30201, Section 1</i> | Scott C. Kelley, Executive Vice Chancellor for Business Affairs | Presidents, The University of Texas | September 1, 2010 |
| LANDLORD'S CONSENT TO MODIFICATION OF EXISTING TELECOMMUNICATIONS EQUIPMENT: Delegation of authority to execute and deliver Landlord's Consent to Modification of Existing Telecommunications Equipment. Delegate shall use template letter without material change in conformity with the instructions. | <i>Rule 70301, Part 2, Section 4; Rule 10501, Part 2, Section 6</i> | Kirk Tames, Executive Director of Real Estate | Chief Business Officer, U. T. Tyler | April 10, 2017 |
| CAMPUS OFFICE LEASES – UT TYLER: Delegation of authority to execute and deliver campus office leases. | <i>Rule 70301, Part 2, Section 4 and Rule 10501, Part 2, Section 6</i> | Kirk Tames, Executive Director of Real Estate | Chief Business Officer, U T Tyler | September 25, 2014 |
| FACILITY USE AGREEMENT – U.T. TYLER: Delegation of authority to execute and deliver facility use agreements. | <i>Rule 70301, Part 2, Section 4 and Rule 10501, Part 2, Section 6</i> | Kirk Tames, Executive Director of Real Estate | Chief Business Officer, U.T. Tyler | September 25, 2014 |

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| TRADEMARK LICENSE AGREEMENTS: Delegation of authority to execute and deliver trademark license agreements related to Board-owned trademarks, so long as all trademark license agreements include: (1) the grant clause posted online or a grant clause substantially similar to that grant clause, (2) a statement making the license subject to the Trademark License Agreement Terms and Conditions posted online, and (3) a Trademark Schedule showing the exact mark or marks being licensed and indicating how those marks are to appear (including color, capitalization, typesetting, and any other distinguishing features of the included marks). Ensure proper monitoring of each licensee. All trademarks with a value exceeding institutions’ local contracting authority must be reviewed and processed as outlined in UTS125. | <i>Rule 10501; Rule 90101, Sects. 15.1 and 15.3; UTS125</i> | Daniel H. Sharphorn, Vice-Chancellor and General Counsel | Presidents – UT Institutions Chief Business Officers – UT Institutions and UT System Vice Provosts for Research and Vice Presidents for Research – UT Institutions Chief Legal Officers – UT Institutions | March 6, 2017 |
| SETTLEMENT OF DISPUTES (UT INSTITUTIONS EXCEPT M.D. ANDERSON): Delegation of authority to execute and deliver agreements settling certain claims, disputes, or litigation in the amount of \$20,000 or less that impact only your UT institution and no other UT institutions. | <i>Rule 10501</i> | Daniel H. Sharphorn, Vice-Chancellor and General Counsel | Chief Legal Officers – UT Institutions | September 21, 2016 |
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