

Delegations of Authority for The University of Texas Health Science Center at Tyler*

Board of Regents' Rules and Regulations		From	Delegate	Date of Delegation
GIFTS: Delegation of authority to accept certain gifts of securities in the amount of \$1,000,000 or less.	<i>Rule 60101, Section 3</i>	Kirk A. Calhoun, M.D., President	<u>UT System Office of External Relations:</u> Julia K. Lynch, Director of Gift Planning Services Jan Hopson, Associate Director of Gift Planning Services Charlotte Hambrick, Associate Director of Gift Planning Services Karyn Kondoff, Asst. Director of Gift Planning Services	February 6, 2006
BANKING: Delegation of authority to execute and deliver contracts for banking services.	<i>Rule 10501; UTS166; UTS167</i>	Kirk A. Calhoun, M.D., President	Joseph F. Woelkers, Executive Vice President, Chief Operating Officer and Chief Business Officer	February 26, 2016
BANKING: Delegation of authority to execute and deliver contracts for banking services.	<i>Rule 10501; UTS166; UTS167</i>	Kirk A. Calhoun, M.D., President	Kris Kavasch, Vice President, Chief Financial Officer	September 7, 2018
SPACE LEASE: Delegation of authority relating to execute and deliver space lease agreements with a value of \$1,000,000 or less.	<i>Rule 10501</i>	Kirk A. Calhoun, M.D., President	Joseph F. Woelkers, Executive Vice President, Chief Operating Officer and Chief Business Officer	March 2, 2016
CONSTRUCTION: Delegation of authority to (1) appoint architects; approve plans and construction documents; and execute and deliver related contracts, agreements, guaranteed maximum price or stipulate sum proposals, and other documents with an anticipated value of \$1,000,000 or less; 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 of \$2,000,000 or less.	<i>Rule 80403</i>	Kirk A. Calhoun, M.D., President	Joseph F. Woelkers, Executive Vice President, Chief Operating Officer and Chief Business Officer	March 2, 2016

**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 Health Science Center at Tyler is \$2.5 million, and the OGC threshold is \$2.5 million (see Rule 10501 and UTS145). Delegation chart current as of 11/19/2019.*

Board of Regents' Rules and Regulations		From	Delegate	Date of Delegation
PURCHASE ORDERS: Delegation of authority to execute and deliver purchase orders of \$1,000,000 or more for the routine purchase of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Kirk A. Calhoun, M.D., President	<u>\$1,000,000 or more:</u> Joseph F. Woelkers, Executive Vice President, Chief Operating Officer and Chief Business Officer	February 26, 2016
PURCHASE ORDERS: Delegation of authority to execute and deliver purchase orders for routine purchases of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Kirk A. Calhoun, M.D., President	<u>Up to \$500,000</u> Kris I. Kavasch, Vice President, Finance, Chief Financial Officer	March 6, 2017
PURCHASE ORDERS: Delegation of authority to execute and deliver purchase orders for routine purchases of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Kirk A. Calhoun, M.D., President	<u>Up to \$100,000</u> Crystal Smith, Director, Purchasing/HUB Program	March 6, 2017
PURCHASE ORDERS: Delegation of authority to execute and deliver purchase orders for routine purchases of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Kirk A. Calhoun, M.D., President	<u>Up to \$50,000</u> Gwen Cuba, Procurement Officer	December 1, 2015
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>	Kirk A. Calhoun, M.D., President	<u>Up to \$4,999</u> Sarah Rojas	September 7, 2018
PURCHASE ORDERS (SATELLITE BUYER): Delegation of authority to execute and deliver purchase orders for the routine purchase of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Kirk A. Calhoun, M.D., President	<u>Up to \$4,999</u> Travis Carter	March 19, 2018
PURCHASE ORDERS (SATELLITE BUYER): Delegation of authority to execute and deliver purchase orders for routine purchases of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Kirk A. Calhoun, M.D., President	<u>Up to \$4,999</u> Pam Leight	August 24, 2017
PURCHASE ORDERS (SATELLITE BUYER): Delegation of authority to execute and deliver purchase orders for routine purchases of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Kirk A. Calhoun, M.D., President	<u>Up to \$4,999</u> Ronica Harper, Satellite Buyer, Healthcare Quality	May 2, 2017

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PURCHASE ORDERS (SATELLITE BUYER): Delegation of authority to execute and deliver purchase orders for routine purchases of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Kirk A. Calhoun, M.D., President	<u>Up to \$4,999</u> Lesa Quencer	September 1, 2016
PURCHASE ORDERS (SATELLITE BUYER): Delegation of authority to execute and deliver purchase orders for routine purchases of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Kirk A. Calhoun, M.D., President	<u>Up to \$4,999</u> Donna Smith, Satellite Buyer, Radiology/Oncology	September 1, 2012
PURCHASE ORDERS (SATELLITE BUYER): Delegation of authority to execute and deliver purchase orders for routine purchases of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Dr. Kirk Calhoun, President	<u>Up to \$4,999</u> Gail Watson, Satellite Buyer, Pharmacy Department	September 1, 2012
PURCHASE ORDERS (SATELLITE BUYER): Delegation of authority to execute and deliver purchase orders for routine purchases of equipment, supplies, goods, and services.	<i>Rule 10501, Section 5</i>	Dr. Kirk Calhoun, President	<u>Up to \$4,999</u> Christi Nelson, Satellite Buyer, Stores Department	August 23, 2011
PURCHASE ORDERS (SATELLITE BUYER): Delegation of authority to execute and deliver purchase orders for routine purchases of equipment, supplies, goods, and services.	<i>Rule 10501, Section 5</i>	Dr. Kirk Calhoun, President	<u>Up to \$4,999</u> Mary Cuthbert, Satellite Buyer, Central Sterile Department	August 23, 2011
PURCHASE ORDERS (SATELLITE BUYER): Delegation of authority to execute and deliver purchase orders for routine purchases of equipment, supplies, goods, and services.	<i>Rule 10501, Section 5</i>	Dr. Kirk Calhoun, President	<u>Up to \$4,999</u> Shelly Hollis, Satellite Buyer, Surgical Services Department	August 23, 2011
PURCHASE ORDERS (SATELLITE BUYER): Delegation of authority to execute and deliver purchase orders for routine purchases of equipment, supplies, goods, and services.	<i>Rule 10501, Section 5</i>	Dr. Kirk Calhoun, President	<u>Up to \$4,999</u> Kassandra Harris, Satellite Buyer, Research Administration Department	August 23, 2011
PURCHASE ORDERS (SATELLITE BUYER): Delegation of authority to execute and deliver purchase orders for routine purchases of equipment, supplies, goods, and services.	<i>Rule 10501, Section 5</i>	Dr. Kirk Calhoun, President	<u>Up to \$4,999</u> Rita Thorn, Satellite Buyer, CPIDC Department	August 23, 2011

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Board of Regents' Rules and Regulations		From	Delegate	Date of Delegation
PURCHASE ORDERS (SATELLITE BUYER): Delegation of authority to execute and deliver purchase orders for routine purchases of equipment, supplies, goods, and services.	<i>Rule 10501, Section 5</i>	Dr. Kirk Calhoun, President	<u>Up to \$4,999</u> Paula Austin, Satellite Buyer, CPIDC Department	August 23, 2011
CONTRACTS: Delegation of authority to execute and deliver contracts of any kind or nature, including contracts for the purchase of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Kirk A. Calhoun, M.D., President	Joseph F. Woelkers, Executive Vice President, Chief Operating Officer and Chief Business Officer	February 26, 2016
CONTRACTS: Delegation of authority to execute and deliver contracts up to \$500,000 of any kind or nature, including contracts for the purchase of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Kirk A. Calhoun, M.D., President	<u>Up to \$500,000</u> Kris I. Kavasch, Vice President, Finance, Chief Financial Officer	March 6, 2017
PROGRAM LETTER OF AGREEMENTS – ACGME ROTATION SITES – OCCUPATIONAL MEDICINE RESIDENCY PROGRAM: Delegation of authority to execute and deliver a program letter of agreement for ACGME Rotation Sites for the Occupational Medicine Residency Program.	<i>Rule 10501</i>	Kirk A. Calhoun, M.D., President	Dr. Jeffrey Levin, Sr. VP, Clinical & Academic Affairs	March 15, 2016
PROGRAM LETTER OF AGREEMENTS – ACGME ROTATION SITES – FAMILY RESIDENCY PROGRAM: Delegation of authority to execute and deliver a program letter of agreement for ACGME Rotation Sites for the Family Residency Program.	<i>Rule 10501</i>	Kirk A. Calhoun, M.D., President	Robert Tompkins, MD, Family Medicine Residency Director	February 13, 2015
PROGRAM LETTER OF AGREEMENTS – ACGME ROTATION SITES – INTERNAL MEDICINE RESIDENCY PROGRAM: Delegation of authority to execute and deliver a program letter of agreement for ACGME Rotation Sites for the Internal Medicine Residency Program.	<i>Rule 10501</i>	Kirk A. Calhoun, M.D., President	Dr. Jeffrey Levin, Sr. VP, Clinical & Academic Affairs	February 13, 2015

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Board of Regents' Rules and Regulations	From	Delegate	Date of Delegation
ELECTRIC AND NATURAL GAS TRANSACTION CONFIRMATIONS: Delegation of authority to enter into, execute and deliver verbal and written transaction confirmations authorized under electricity contracts and natural gas contracts executed and delivered by an authorized representative of UTHSCT.	<i>Rule 10501</i>	Kirk A. Calhoun, M.D., President	Kenneth Huffman, Director of Plant Operations June 26, 2017
INTERAGENCY CONTRACTS WITH U.T. INSTITUTIONS: Delegation of authority to execute and deliver contracts or agreements with The University of Texas System Administration or between or among institutions of The University of Texas System for resources or services. Any such contract or agreement shall provide for the recovery of the cost of services and resources furnished.	<i>Rule 10501, Section 2.7</i>	Kirk A. Calhoun, M.D., President	Joseph F. Woelkers, Executive Vice President, Chief Operating Officer and Chief Business Officer March 2, 2016
INTELLECTUAL PROPERTY: Delegation of authority to execute and deliver agreements granting an interest in intellectual property.	<i>Rule 10501; Rule 90105, Sections 1 & 3</i>	Kirk A. Calhoun, M.D., President	Joseph F. Woelkers, Executive Vice President, Chief Operating Officer and Chief Business Officer March 2, 2016
SPONSORED RESEARCH – STATE AND FEDERAL CONTRACTS OR PROPOSALS FOR SPONSORED RESEARCH: Delegation of authority to execute and deliver state, federal and other contracts or proposals for sponsored research.	<i>Rule 10501</i>	Kirk A. Calhoun, M.D., President	Michael Whitman, JD, Director of Sponsored Programs November 12, 2019
SPONSORED RESEARCH – STATE AND FEDERAL CONTRACTS OR PROPOSALS FOR SPONSORED RESEARCH: Delegation of authority to execute and deliver state, federal and other contracts or proposals for sponsored research.	<i>Rule 10501</i>	Kirk A. Calhoun, M.D., President	Joseph F. Woelkers, Executive Vice President, Chief Operating Officer and Chief Business Officer March 2, 2016
MATERIAL TRANSFER AGREEMENTS: Delegation of authority to execute and deliver material transfer agreements up to a value of \$25,000.	<i>Rule 10501, and Rule 90105</i>	Kirk A. Calhoun, M.D., President	Up to \$25,000 Anna Kurdowska, Ph.D., Director of Research December 6, 2018
MATERIAL TRANSFER AGREEMENTS: Delegation of authority to execute and deliver material transfer agreements up to a value of \$25,000.	<i>Rule 10501, and Rule 90105</i>	Kirk A. Calhoun, M.D., President	Up to \$25,000 Steven Idell, M.D., Ph.D., Vice President for Research & Graduate Studies September 14, 2011

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Board of Regents’ Rules and Regulations	From	Delegate	Date of Delegation
DELEGATIONS OF AUTHORITY FROM THE UNIVERSITY OF TEXAS SYSTEM ADMINISTRATION TO THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER 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
LANDLORD’S OR LICENSOR’S CONSENT TO MODIFICATION OF EXISTING TELECOMMUNICATIONS EQUIPMENT NOT INVOLVING THE ADDITION OF EQUIPMENT: Delegation of authority to execute and deliver Landlord’s or Licensor’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, Sections 4 and 10; Rule 10501</i>	Kirk S. Tames, Executive Director of Real Estate	Chief Business Officer, U. T. Health Science Center at Tyler
CAMPUS LEASES – UT HEALTH SCIENCE CENTER AT TYLER: Delegation of authority to execute and deliver campus office leases. (See delegation memo for defined terms, conditions and limitations.)	<i>Rule 70301; Rule 10501; UTS126; Article III, Section 51 Texas Constitution</i>	Kirk S. Tames, Executive Director of Real Estate	Chief Business Officers, U. T. Health Science Center at Tyler

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Board of Regents’ Rules and Regulations	From	Delegate	Date of Delegation
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	September 21, 2016
INVOICES AND PAYMENTS FOR OUTSIDE COUNSEL SERVICES: Delegation of authority to submit to the Texas Attorney General the outside counsel invoices required by SB 1370 (86R-2019).	<i>SB 1370 (86R); Rule 10501, Sects. 2.1 and 2.8</i>	Daniel H. Sharphorn, Vice-Chancellor and General Counsel	July 30, 2019 (eff. September 1, 2019)

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