

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 OF SECURITIES: Delegation of authority to accept current purpose gifts of securities.	<i>Rule 60101, Section 5; Section 7, UT System Gift Acceptance Procedures</i>	Kirk A. Calhoun, M.D., President	<u>UT System Office of External Relations, Communications and Advancement Services:</u> Randa S. Safady, Ph.D., Vice Chancellor of External Relations, Communications and Advancement Services Julia K. Lynch, Associate Vice Chancellor for Gift Administration, Compliance and Advancement Services Andria Brannon, Director of Endowment Administration and Advancement Services	November 22, 2019
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

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Board of Regents' Rules and Regulations		From	Delegate	Date of Delegation
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	Tara Cheney, Procurement Officer, Purchasing	July 8, 2020
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 purchase of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Kirk A. Calhoun, M.D., President	<u>Up to \$50,000</u> Lesa Carsten	June 29, 2020
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 routine purchases of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Kirk A. Calhoun, M.D., President	<u>Up to \$14,999</u> Pam Leight, Administrative Associate	December 17, 2019
PURCHASE ORDERS: 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 \$14,999</u> Kassandra Harris, Assistant to the Chair	December 17, 2019

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PURCHASE ORDERS: 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 \$14,999</u> Rita Thorn, Administrative Associate	December 17, 2019
PURCHASE ORDERS: 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 \$14,999</u> Shelly Hollis, Administrative Specialist	December 13, 2019
PURCHASE ORDERS: 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 \$14,999</u> Paula Austin, Administrative Associate	December 13, 2019
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>	Dr. Kirk Calhoun, President	<u>Up to \$5,000</u> Jorge Arellano-Renteria	August 26, 2020
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> Ronica Harper, Satellite Buyer, Healthcare Quality	May 2, 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> Donna Smith, Satellite Buyer, Radiology/Oncology	September 1, 2012

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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>	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
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
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

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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
AFFILIATION AGREEMENTS AND PROGRAM AGREEMENTS: Delegation of authority to execute and deliver affiliation agreements and program agreements.	<i>Rule 10501</i>	Kirk A. Calhoun, M.D., President	Emmanuel Elueze, MD, PHD, FACP August 26, 2020
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 September 1, 2010

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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	January 16, 2019
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	January 18, 2018
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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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	Chief Legal Officers – UT Institutions July 30, 2019 (eff. September 1, 2019)

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