

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; Section 7 UT System Gift Acceptance Procedures</i>	Kirk A. Calhoun, President	Kimberly Laird Susan Rossman	January 4, 2021
GIFTS OF SECURITIES: Delegation of authority to accept current purpose gifts of securities to The University of Texas at 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; UT System Gift Acceptance Procedures Section 7</i>	Kirk A. Calhoun, President	<u>The University of Texas System Office of External Relations, Communications and Advancement Services</u> Randa S. Safady, Ph.D., Vice Chancellor of External Relations, Communications and Advancement Services Andria Brannon, Associate Vice Chancellor for Advancement Services	February 1, 2021
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 and and 8; System Gift Acceptance Procedures Section 3.6</i>	Kirk A. Calhoun, President	Cindy Troyer Danielle McDonald	January 4, 2021
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, Sect. 2.4</i>	Kirk A. Calhoun, President	Cindy Troyer Danielle McDonald	January 4, 2021
BANKING: Delegation of authority to execute and deliver contracts for banking services. Authority extends only to contracts for banking services with banks that have a depository agreement with the Board of Regents of The University of Texas System.	<i>Rule 10501; UTS166; UTS167</i>	Kirk A. Calhoun, President	Kimberly Laird Danielle McDonald	January 4, 2021

**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 3-25-2020, with the exception of certain Special Procedure Contracts, the Board approval threshold for UT Tyler is \$1,500,000, and the OGC threshold is \$500,000 (see Rule 10501 and UTS145). Delegation chart current as of 2/4/2021.*

Board of Regents' Rules and Regulations		From	Delegate	Date of Delegation
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 \$10,000,000.	<i>Rule 80403; Rule 10501</i>	Kirk A. Calhoun, President	Kimberly Laird	January 4, 2021
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, President	Kimberly Laird Cindy Troyer Sheila Darcey Paul Fitts Daniel Pippin	January 4, 2021
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.	<i>Rule 10501</i>	Kirk A. Calhoun, President	<u>Up to \$50,000</u> Michael Donley	January 4, 2021
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>	Kirk A. Calhoun, President	Dr. Amir Mirmiran, Provost and Vice President for Academic Affairs	January 4, 2021
SPACE LEASE AGREEMENTS: Delegation of authority to execute and deliver space lease agreements with a value of \$1,000,000 or less, for the purpose of leasing space for use by the institution for institutional purposes.	<i>Rule 10501</i>	Kirk A. Calhoun, President	<u>Up to \$1,000,000</u> Kimberly Laird	January 4, 2021

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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. Any such contract or agreement shall provide for the recovery of the cost of services and resources furnished.	<i>Rule 10501</i>	Kirk A. Calhoun, President	Kimberly Laird Cindy Troyer	January 4, 2021
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>	Kirk A. Calhoun, President	Kimberly Laird William “Jerry” Stuff	January 4, 2021
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, President	Amir Mirmiran Kouider Mokhtari	January 4, 2021
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>	Kirk A. Calhoun, President	Kimberly Laird	January 4, 2021
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); THECB Campus Condition Index Reporting Manual; Rule 10501</i>	Kirk A. Calhoun, President	William “Jerry” Stuff, Vice President for Operations and Strategic Initiatives	January 4, 2021

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RECORDS MANAGEMENT OFFICER: Delegation of authority to administer the University’s records management program.	<i>Section 441.183, Texas Govt. Code</i>	Kirk A. Calhoun, President	Chief Business Officer	January 4, 2021
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 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 without material change the template letter, in conformity with the instructions attached thereto, currently approved by the U. T. System Office of General Counsel (OGC), or such subsequent template letter and accompanying instructions that may be approved by OGC. This delegation is expressly limited to the consent to modify existing telecommunications equipment not involving the addition of equipment.	<i>Rule 70301, Section 4.3; Rule 10501; UTS 126; Article III, Section 51 Texas Constitution</i>	Scott C. Kelley, Executive Vice Chancellor for Business Affairs	Chief Business Officer, U. T. Tyler	September 15, 2020
CAMPUS LEASES – UT 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; UTS 126; Article III, Section 51 Texas Constitution</i>	Scott C. Kelley, Executive Vice Chancellor for Business Affairs	Chief Business Officer, U. T. Tyler	September 15, 2020

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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
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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