



## MEMORANDUM

To: President's Council

CC: Office of the General Counsel

From: Richard Koubek, President

Date: December 1, 2023

Re: President's Delegation of Contract Approval and Signature Authority for Michigan Technological University for the 2023-2024 Fiscal Year

---

On August 3, 2023, the Board of Trustees granted the President the signature authority for all University contracts and other legal documents. (Board Policy 11.13) In addition, the Board authorized the President to delegate his authority to other University administrators as appropriate.

Consistent with Board Policy 11.13, the University has also developed a Policy and Procedure for Signing Contracts and Other Legal Documents, which are effective as of the date of issuance of this memorandum.

Subject to these Procedures and Board Policy 11.13, the President delegates the authority to sign contracts and other legal documents as indicated below. These delegations supersede all prior delegations and grants of authority to sign contracts and other legal documents. All delegations are made in accordance with the Procedures, and all individuals with delegated signing authority are responsible for knowing and abiding by those Procedures. Any sub-delegations may not be further delegated by the delegee.

### **Delegation of Signature Authority for Contracts and Other Legal Documents:**

- I. Office of the Provost and Senior Vice President for Academic Affairs**
- Office of the Vice President for Advancement and Alumni Engagement**
- Office of the Vice President for Athletics and Recreation**
- Office of the Vice President for Diversity and Inclusion**
- Office of the Vice President for Student Affairs**
- Office of the Vice President for University Relations and Enrollment**

The Provost and Senior Vice President for Academic Affairs (Provost), Vice President for Advancement and Alumni Engagement, Vice President for Athletics and Recreation, Vice President for Diversity and Inclusion, Vice President for Student Affairs, and Vice President for University Relations and Enrollment (collectively, “University Leadership”) are each authorized to approve and sign any contract or other legal document with a value of less than \$50,000 necessary to support or further the mission of their office, consistent with the interests of the university as a whole.

University Leadership is further authorized to sub-delegate this authority to any position within their office up to a value of less than \$10,000.

## **II. Office of the Vice President for Research**

The Vice President for Research is authorized to approve and sign any contract or other legal document necessary to support or further the mission of the Office of the Vice President for Research, noting that contracts with a value of \$1,000,000 or greater, with the exception of contracts for the provision or receipt of academic research services, require approval of the Board of Trustees prior to execution, except for sales of real property, which require Board approval only if the fair market value is \$5,000,000 or more.

This authority includes but is not limited to approving and signing contracts related to the commercialization and protection of University or employee intellectual property and technology and other sponsored activities and any programs related to strategic partnerships with federal and state agencies, industry, investors and not-for-profit organizations.

The Vice President for Research shall have all authority necessary to exercise, on behalf of the University, the University's rights of ownership in any corporation or other business entity in which the University has an ownership interest related to University research or the commercialization of University or employee intellectual property and technology, or participate in a meaningful manner to provide support of such business entity. The Vice President for Research is also authorized to execute and deliver, in the name of and on behalf of the University, all affidavits, certificates, instruments, and other documents necessary to complete lease agreements necessary to support or further the mission of their University position or office.

The Vice President for Research is further authorized to execute, deliver, and perform, in the name of and on behalf of the University such certificates, instruments, documents, and agreements as the Vice President for Research deems necessary, useful, or required in furtherance of this delegation.

The Vice President for Research may sub-delegate this authority to any position that reports to the Office of the Vice President for Research, so long as the specific limits do not exceed those listed in the table below.

Title	Contract Value	
Vice Presidents	Expenditure Receipt of Funds Proposals Sponsored Projects Sub-Awards	Less than \$1,000,000 Less than \$10,000,000 No limit Less than \$5,000,000
Associate Vice Presidents	Expenditure Receipt of Funds Proposals Sponsored Projects Sub-Awards	Less than \$750,000 Less than \$5,000,000 No limit Less than \$5,000,000
Assistant Vice Presidents	Expenditure Receipt of Funds Proposals Sponsored Projects Sub-Awards	Less than \$500,000 Less than \$5,000,000 No limit Less than \$5,000,000
Directors	Expenditure Receipt of Funds Proposals Sponsored Projects Sub-Awards	Less than \$500,000 Less than \$5,000,000 No limit Less than \$5,000,000
Managers of Grants and Contracts	Expenditure Receipt of Funds Proposals Sponsored Projects Sub-Awards	Less than \$500,000 Less than \$5,000,000 No limit Less than \$5,000,000
Accountants	Expenditure Receipt of Funds Proposals Sponsored Projects Sub-Awards	Less than \$500,000 Less than \$5,000,000 No limit Less than \$5,000,000
Coordinators	Expenditure Receipt of Funds Proposals Sponsored Projects Sub-Awards	Less than \$500,000 Less than \$5,000,000 No limit Less than \$5,000,000
Research Scientists	Expenditure Receipt of Funds Proposals Sponsored Projects Sub-Awards	Less than \$25,000 Less than \$25,000 No limit Less than \$25,000

Manager of Chem Stores	Less than \$25,000
------------------------	--------------------

**III. Office of the Chief Financial Officer and Senior Vice President for Administration**

The Chief Financial Officer and Senior Vice President for Administration (CFO) and Treasurer to the Board of Trustees is authorized to approve and sign any contract or other legal document in support of the University, noting that contracts with a value of \$1,000,000 or greater, with the exception of contracts for the provision or receipt of academic research services, require approval of the Board of Trustees prior to execution, except for sales of real property, which require Board approval only if the fair market value is \$5,000,000 or more.

The CFO is also authorized to execute and deliver, in the name of and on behalf of the University, all affidavits, certificates, instruments, and other documents necessary to complete real estate transactions, including deeds, easements, purchase and sales agreements, and leases.

In addition, the CFO is authorized to delegate authority to sign banking and other financial documents in support of the University to appropriate positions within his office.

The CFO is further authorized to sub-delegate this authority to any position within their office up to a value of less than \$10,000.

**IV. Office of the General Counsel**

The General Counsel and Secretary to the Board of Trustees (General Counsel) is authorized to approve and sign any contract or other legal document in support of the University, noting that contracts with a value of \$1,000,000 or greater, with the exception of contracts for the provision or receipt of academic research services, require approval of the Board of Trustees prior to execution, except for sales of real property, which require Board approval only if the fair market value is \$5,000,000 or more.

The General Counsel is also authorized to execute and deliver, in the name of and on behalf of the University, all affidavits, certificates, instruments, and other documents necessary to complete real estate transactions, including deeds, easements, purchase and sales agreements, and leases.

The General Counsel is further authorized to sub-delegate this authority to any position within the university up to a value of less than \$10,000.

