

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>	Michael Tidwell, President	William O'Donnell Susan Rossman	February 22, 2018
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 and and 8; System Gift Acceptance Procedures Section 3.6</i>	Michael Tidwell, President	Cindy Troyer Danielle McDonald	February 22, 2018
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 Danielle McDonald	February 22, 2018
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>	Michael Tidwell, President	William O'Donnell Danielle McDonald	February 22, 2018

**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 3/14/2018.*

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>	Michael Tidwell, President	William O'Donnell	February 22, 2018
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 Cindy Troyer Sheila Darcey Paul Fitts	February 22, 2018
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	February 22, 2018

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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>	Michael Tidwell, President	William O’Donnell Cindy Troyer	February 22, 2018
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 William “Jerry” Stuff	February 22, 2018
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 Srini Kambhampati	February 22, 2018
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	February 22, 2018
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

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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>	Michael Tidwell, President	Chief Business Officer	January 1, 2017
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 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; UTS126; Article III, Section 51 Texas Constitution</i>	Kirk S. Tames, Executive Director of Real Estate	Chief Business Officer, U. T. Tyler	January 18, 2018

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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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