Delegations of Authority for The University of Texas at El Paso*

Board of Regents' Rules and Regulations		From	Delegate	Date of Delegation
CURRENT PURPOSE GIFTS: Delegation of authority to accept current purpose gifts (as defined in Section 7 of the UT System Gift Acceptance Procedures) other than securities, gifts of real property or outdoor works of art to The University of Texas at El Paso made in cash or in kind in the amount of $1,000,000 or less, provided that each gift is processed in accordance with all applicable laws, Rules, policies and the UT Gift Acceptance Procedures.	*Rule 60101, Section 5; UT System Gift Acceptance Procedures Section 7*	Heather Wilson, President	Brendan R. Gallagher, Vice President for Business Affairs	October 8, 2025
CURRENT PURPOSE GIFTS: Delegation of authority to accept current purpose gifts (as defined in Section 7 of the UT System Gift Acceptance Procedures) other than securities, gifts of real property or outdoor works of art to The University of Texas at El Paso made in cash or in kind in the amount of $1,000,000 or less, provided that each gift is processed in accordance with all applicable laws, Rules, policies and the UT Gift Acceptance Procedures.	*Rule 60101, Section 5; UT System Gift Acceptance Procedures Section 7*	Heather Wilson, President	Gary Edens, Acting Vice President for Institutional Advancement	February 19, 2025
CURRENT PURPOSE GIFTS: Delegation of authority to accept current purpose gifts (as defined in Section 7 of the UT System Gift Acceptance Procedures) other than securities, gifts of real property or outdoor works of art to The University of Texas at El Paso made in cash or in kind in the amount of $1,000,000 or less, provided that each gift is processed in accordance with all applicable laws, Rules, policies and the UT Gift Acceptance Procedures. Related documents may be signed either electronically or in hardcopy.	*Rule 60101, Section 5; UT System Gift Acceptance Procedures Section 7*	Heather Wilson, President	Jake Logan, Vice President for Institutional Advancement	May 29, 2020

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Board of Regents' Rules and Regulations		From	Delegate	Date of Delegation
CURRENT PURPOSE GIFTS OF SECURITIES: Delegation of authority to accept current purpose gifts of securities to UT El Paso provided that each gift is processed in accordance with all applicable laws, Rules, policies and the UT Gift Acceptance Procedures.	*Rule 60101, Section 5; Section 7 of UT System Gift Acceptance Procedures*	Heather Wilson, President	**UT System Office of External Relations, Communications and Advancement Services** Randa S. Safady, Ph.D., Vice Chancellor of External Relations, Communications and Advancement Services Karoline Felts, Associate Vice Chancellor for Advancement Services	January 9, 2025
GIFTS - IRS FORMS: Delegation of authority to execute certain IRS forms electronically or in hardcopy, including without limitation IRS Forms 8283 and 8282. Authority extends only to necessary IRS forms relating to gifts accepted on behalf of The University of Texas at El Paso.	*Rule 60101, Section 8 and Section 2; Section 3.6, Gift Acceptance Procedures*	Heather Wilson, President	Joanne Richardson, Senior Associate Vice President for Business Affairs and Chief Financial Officer	October 8, 2025
GIFTS - IRS FORMS: Delegation of authority to execute certain IRS forms electronically or in hardcopy, including without limitation IRS Forms 8283 and 8282. Authority extends only to necessary IRS forms relating to gifts accepted on behalf of The University of Texas at El Paso.	*Rule 60101, Section 8 and Section 2; Section 3.6, Gift Acceptance Procedures*	Heather Wilson, President	Gary Edens, Acting Vice President for Institutional Advancement	February 19, 2025
GIFTS - IRS FORMS: Delegation of authority to execute certain IRS forms electronically or in hardcopy, including without limitation IRS Forms 8283 and 8282. Authority extends only to necessary IRS forms relating to gifts accepted on behalf of The University of Texas at El Paso.	*Rule 60101, Section 8 and Section 2; Section 3.6, Gift Acceptance Procedures*	Heather Wilson, President	Jake Logan, Vice President for Institutional Advancement	May 29, 2020
BANKING SERVICES: Delegation of authority to execute and deliver either electronically or in hardcopy, 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.	*Rule 10501; UTS166; UTS167*	Heather Wilson, President	Joanne Richardson, Senior Associate Vice President for Business Affairs and Chief Financial Officer Diane N. De Hoyos, Associate Vice President of Purchasing and General Services	October 8, 2025

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Board of Regents' Rules and Regulations		From	Delegate	Date of Delegation
SPACE LEASE: **Delegation of authority to execute and deliver electronically or in hardcopy, 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.**	*Rule 10501*	Heather Wilson, President	Catie McCorry-Andalis, Interim Vice President for Business Affairs	June 2, 2025
SPACE LEASE: **Delegation of authority to execute and deliver electronically or in hardcopy, 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.**	*Rule 10501*	Heather Wilson, President	Diane N. De Hoyos, Assistant Vice President of Purchasing and General Services	May 29, 2020
DESIGN DEVELOPMENT RE MAJOR REPAIR AND REHABILITATION PROJECTS: **Delegation to execute design development approvals electronically or in hardcopy, and authorize expenditure of appropriated funds for institutionally managed, major repair and rehabilitation projects.**	*Rule 80404, Section 4.1*	Heather Wilson, President	Brendan R. Gallagher, Vice President for Business Affairs Stanley Joshua, Assistant Vice President for Facilities Management	October 8, 2025
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 , electronically or in hardcopy, related contracts, agreements, guaranteed maximum price or stipulated sum proposals; and other documents, and (2) execute and deliver electronically or in hardcopy, 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 which are neither debt financed or determined by the Board of Regents to be architecturally significant.**	*Rule 80403; Rule 10501*	Heather Wilson, President	Brendan R. Gallagher, Vice President for Business Affairs Catie McCorry-Andalis, Vice President for Student Affairs Diane N. De Hoyos, Associate Vice President for Purchasing and General Services	October 8, 2025

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Board of Regents' Rules and Regulations		From	Delegate	Date of Delegation
NEW CONSTRUCTION PROJECTS OF $500,000 OR LESS AND FOR REPAIR AND REHABILITATION PROJECTS OF $500,000 OR LESS: Delegation of authority to (1) appoint architects; approve plans and construction documents; and execute and deliver electronically or in hardcopy, 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 construction projects of $500,000 or less and for minor repair and rehabilitation projects of $500,000 or less.	*Rule 80403; Rule 10501*	Heather Wilson, President	***$500,000 or less*** Robert Parker, Interim Associate Vice President for Facilities Services	September 19, 2022
INTERAGENCY CONTRACTS WITH U.T. INSTITUTIONS: Delegation of authority to execute and deliver electronically or hardcopy, contracts or agreements with System Administration or between or among institutions of U.T. System for resources or services. Each such contract or agreement shall provide for the recovery of the cost of services and resources furnished.	*Rule 10501*	Heather Wilson, President	Brendan R. Gallagher, Vice President for Business Affairs Catie McCorry-Andalis, Vice President for Student Affairs	October 8, 2025
PURCHASE ORDERS: Delegation of authority to execute and deliver electronically and in hardcopy purchase orders for the routine purchase of equipment, supplies, goods, and services.	*Rule 10501*	Heather Wilson, President	Joanne Richardson, Senior Associate Vice President for Business Affairs and Chief Financial Officer Diane N. De Hoyos, Associate Vice President of Purchasing and General Services Benjamin A. Alvarez, Director of Purchasing and General Services Erika D. Rosales, Director of Purchasing and General Services Procurement Analysts Buyers	October 8, 2025

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Board of Regents' Rules and Regulations		From	Delegate	Date of Delegation
CONTRACTS: **Delegation of authority to execute and deliver contracts electronically or hardcopy, of any kind or nature, including contracts for the purchase of equipment, supplies, goods, and services, but not including contracts for consulting services for more than $250,000.**	*Rule 10501*	Heather Wilson, President	Brendan R. Gallagher, Vice President for Business Affairs Joanne Richardson, Senior Associate Vice President for Business Affairs and Chief Financial Officer Diane N. De Hoyos, Associate Vice President for Purchasing and General Services	October 8, 2025
CONTRACTS: **Delegation of authority to execute and deliver contracts electronically or in hardcopy, of any kind or nature, including contracts for the purchase of equipment, supplies, goods, and services, but not including contracts for consulting services, of up to $100,000.**	*Rule 10501*	Heather Wilson, President	***Up to $100,000*** Benjamin A. Alvarez, Director of Purchasing and General Services Erika D. Rosales, Director of Purchasing and General Services	May 29, 2020
AGREEMENTS WITH CORPORATE SPONSORS AND AGREEMENTS THAT GRANT AN INTEREST IN INTELLECTUAL PROPERTY: **Delegation of authority to execute and deliver electronically or hardcopy, agreements granting an interest in intellectual property up to $500,000 or less. Delegation also covers typical option and license agreements and research contracts with corporate sponsors, as well as non-disclosure agreements and material transfer agreements.**	*Rule 10501; Rule 90101, Sections 15.1 & 15.3*	Heather Wilson, President	***$500,000 or less*** Ahmed M. Itani, Vice President for Research	May 5, 2023
STATE, FEDERAL CONTRACTS OR PROPOSALS FOR SPONSORED RESEARCH: **Delegation of authority to execute and deliver electronically or in hardcopy, state, federal and other contracts or proposals for sponsored research.**	*Rule 10501*	Heather Wilson, President	Ahmad M. Itani, Vice President for Research Guadalupe Gomez, Assistant Vice President for Research Administration	October 8, 2025
SPONSORED PROJECTS – SUBMIT PROPOSALS AND EXECUTE CONTRACTS IN ELECTRONIC FORMAT: **Delegation of authority to submit proposals and execute contracts in electronic format for sponsored projects through the Grant.gov electronic process.**	*Rule 10501*	Heather Wilson, President	Guadalupe Gomez, Assistant Vice President for Research Administration Cory Brown, Director of Sponsored Projects Research Administrators	April 17, 2024

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Board of Regents' Rules and Regulations		From	Delegate	Date of Delegation
SPECIAL EVENT CONTRACT AMENDMENTS: Delegation of authority to execute and deliver special event contract amendments with a value of $50,000 or less on event day during settlement only, for the purpose of adjusting the initial contract terms due to unforeseen circumstances or to ensure a fair settlement agreeable to both parties.	*Rule 10501*	Heather Wilson, President	***$50,000 or less*** Brendan R. Gallagher, Vice President for Business Affairs Jorge Vazquez, Executive Director of Special Events	October 8, 2025
STUDENT AFFAIRS ENTERTAINMENT CONTRACTS: Delegation of authority to execute and deliver electronically or in hardcopy, Student Affairs entertainment contracts of $1,000 or less.	*Rule 10501*	Heather Wilson, President	***$1,000 or less*** Gary Edens, Vice President for Student Affairs Catie McCorry-Andalis, Associate Vice President & Dean of Students	May 29, 2020
COURTESY CAR AGREEMENTS (ATHLETICS DEPARTMENT): Delegation of authority to execute and deliver electronically or hardcopy, courtesy car agreements for use by the Athletics Department staff.	*Rule 10501*	Heather Wilson, President	James Senter, Athletics Director	May 29, 2020
ATHLETIC CONTEST AGREEMENTS: Delegation of authority to execute and deliver electronically or hardcopy, athletic contest agreements for individual athletic contests of $50,000 or less. The total value of each athletic contest agreement shall be determined by all financial components of the agreement, including, but not limited to, game guarantees, entry fees, cancellation or forfeiture fees, hotel rooms and meals provided, complimentary tickets issued and visiting team travel expenses.	*Rule 10501*	Heather Wilson, President	***$50,000 or less*** James Senter, Athletics Director	May 29, 2020
STUDENT-ATHLETE LICENSING AND ENDORSEMENT AGREEMENTS: Delegation of authority to execute and deliver electronically or hardcopy student-athlete licensing and endorsement agreements of $99,999.99 or less.	*Rule 10501*	Heather Wilson, President	***$99,999.99 or less*** James Senter, Athletics Director	October 8, 2025
EDUCATIONAL AFFILIATION AGREEMENTS: Delegation of authority to execute and deliver electronically or in hardcopy, educational affiliation agreements.	*Rule 10501*	Heather Wilson, President	John Eiebe, Provost and Vice President for Academic Affairs	May 29, 2020

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Board of Regents' Rules and Regulations		From	Delegate	Date of Delegation
EDUCATIONAL AFFILIATION AGREEMENTS RE CLINICAL/PRACTICUM AGREEMENTS: Delegation of authority to execute and deliver electronically or hardcopy, education affiliation agreements relating to clinical and/or practicum agreements.	*Rule 10501*	Heather Wilson, President	Ahmad M. Itani, Vice President for Research John Wiebe, Provost and Vice President for Academic Affairs Stephen Aley, Associate Vice President for Research	May 9, 2023
CHALLENGE COURSE AGREEMENTS: Delegation of authority to execute and deliver electronically or in hardcopy, contracts for use of the University challenge course.	*Rule 10501*	Heather Wilson, President	Gary Edens, Vice President for Student Affairs Catie McCorry-Andalis, Associate Vice President & Dean of Students	May 29, 2020
SEISMIC IMAGING STUDIES CONTRACTS: Delegation of authority to execute and deliver electronically or hardcopy, Seismic Imaging Studies Contracts with Consideration not to exceed $5,000 per Shot Hole and not to exceed two (2) Shot Holes per Property; and Seismic Imaging Studies Contracts without Consideration. Delegation only valid for unmodified contract templates provided by University legal counsel.	*Rule 10501*	Heather Wilson, President	James Kubicki, Chair, Geological Sciences Galen Kaip, Director, Seismic Source Facility	June 8, 2020
VOLUNTEER EXPERIENCE AGREEMENTS: Delegation of authority to execute and deliver electronically or in hardcopy, volunteer experience agreements and amendments.	*Rule 10501*	Heather Wilson, President	Gary Edens, Vice President for Student Affairs Catie McCorry-Andalis, Associate Vice President & Dean of Students	May 29, 2020
HOTEL SERVICES: Delegation of authority to execute and deliver electronically or in hardcopy, contracts for hotel services of $10,000 or less. Extends only to contracts for hotel services including guest and conference room rentals and related support services such as catering and audiovisual services required to support the event and provided by the hotel.	*Rule 10501*	Heather Wilson, President	Minerva Caraveo, Assistant Vice President for University Relations	May 5, 2023
PHASED RETIREMENT AGREEMENTS: Delegation of authority to execute and deliver electronically or hardcopy, phased retirement agreements with faculty members.	*Rule 30202, Section 1*	Heather Wilson, President	Margaret Erickson, Vice President for Human Resources	October 8, 2025

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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 AT EL PASO				
HOLIDAY SCHEDULE: **Delegation of authority to approve annually the holiday schedule for the respective institutions.**	*Rule 30201, Section 1*	Terry Hull, Executive Vice Chancellor and Chief Operating Officer	Presidents, The University of Texas	September 1, 2010 (cont. September 1, 2026)
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.**	*Rule 70301, Section 4.3; Rule 10501; UTS 126; Article III, Section 51 Texas Constitution*	Terry Hull, Executive Vice Chancellor and Chief Operating Officer	Chief Business Officer, U. T. El Paso	September 15, 2020 (cont. September 1, 2026)
CAMPUS LEASES – UT EL PASO: **Delegation of authority to execute and deliver campus office leases. (See delegation memo for defined terms, conditions and limitations.)**	*Rule 70301; Rule 10501; UTS 126; Article III, Section 51 Texas Constitution*	Terry Hull, Executive Vice Chancellor and Chief Operating Officer	Chief Business Officer, U. T. El Paso	September 15, 2020 (cont. September 1, 2026)

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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.	*Rule 10501; Rule 90101, Sects. 15.1 and 15.3; UTS125*	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 – CHIEF LEGAL OFFICERS: Delegation of authority to execute and deliver agreements settling certain claims, disputes, or litigation in the amount of $75,000 or less, that impact only your UT institution and no other UT institutions.	*Rule 10501*	Daniel H. Sharphorn, Vice-Chancellor and General Counsel	***$75,000 or less*** Chief Legal Officers* [*Note: Some institutions have more than one Chief Legal Officer, for the purposes of this delegation. See memo.]	June 22, 2026
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).	*SB 1370 (86R); Rule 10501, Sects. 2.1 and 2.8*	Daniel H. Sharphorn, Vice-Chancellor and General Counsel	Chief Legal Officers – UT Institutions	July 30, 2019 (eff. September 1, 2019)