

Delegations of Authority for The University of Texas Southwestern Medical Center*

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 UTSMC with President's concurrence, 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 Gift Acceptance Procedures, Article 2, Section 6</i>	Daniel K. Podolsky, M.D. President	Amanda Billings, Vice President for Development	November 25, 2019
GIFTS: Delegation of authority to accept certain gifts (other than gifts of real property or outdoor works of art) to The University of Texas Southwestern Medical Center at Dallas made in cash or in kind in the amount of \$1,000,000 or less.	<i>Part Two, Chapter 1, Subsection 1.3; Rule 60101, Section 3</i>	Daniel K. Podolsky, M.D. President	Assistant Director of Gift Records	January 1, 2006 (cont. September 1, 2008)
GIFTS OF SECURITIES: Delegation of authority to accept current purpose gifts of securities to The University of Texas Southwestern Medical Center 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>	Daniel K. Podolsky, M.D. 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 RELATING TO GIFTS: Delegation of authority to execute certain IRS forms including without limitation IRS Forms 8282 and 8283. Relates to gifts accepted on behalf of the University of Texas Southwestern Medical Center at Dallas.	<i>Rule 60101, Section 8</i>	Daniel K. Podolsky, M.D. President	Amanda Billings, Vice President for Development	November 25, 2019

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IRS FORMS RELATING TO GIFTS: Delegation of authority to execute certain IRS forms including without limitation IRS Forms 8282 and 8283. Relates to gifts accepted on behalf of the University of Texas Southwestern Medical Center at Dallas.	<i>Rule 60101, Section 2 and 6</i>	Daniel K. Podolsky, M.D. President	Assistant Director of Gift Records	June 15, 2005 (cont. September 1, 2008)
BANKING: Delegation of authority to execute and deliver contracts for banking services.	<i>Rule 10501; UTS166; UTS167</i>	Daniel K. Podolsky, M.D. President	Michael Serber, Vice President for Finance	November 25, 2019 (eff. December 1, 2019)
BANKING: Delegation of authority to execute and deliver contracts for banking services.	<i>Rule 22201, Section 5.1</i>	Daniel K. Podolsky, M.D. President	Shawn Cohenour, Director, Office of Contracts Management	June 15, 2005 (cont. September 1, 2008)
NEW MAJOR CONSTRUCTION AND REPAIR AND REHABILITATION CONSTRUCTION PROJECTS: Delegation of authority to take the following contractual actions related to construction of Major Projects as defined by Regents' Rule 80301: (1) appoint architects and engineers; approve plans and construction documents; (2) execute and deliver contracts and agreements with construction contractors, architects, engineers, and related professional service providers; and (3) approve the construction contractor's or construction manager's estimates, guaranteed maximum price or stipulated sum proposals, and other documents.	<i>Rule 80301; Rule 10501</i>	Daniel K. Podolsky, M.D. President	Michael Serber, Vice President for Finance and Institutional CFO	August 1, 2021

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Board of Regents' Rules and Regulations		From	Delegate	Date of Delegation
NEW MINOR CONSTRUCTION PROJECTS AND MINOR REPAIR AND REHABILITATION CONSTRUCTION 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</i>	Daniel K. Podolsky, M.D. President	<u>Anticipated Value Under \$10,000,000</u> Michael Serber, Vice President for Finance and Institutional CFO	August 1, 2021
NEW MINOR CONSTRUCTION PROJECTS AND MINOR REPAIR AND REHABILITATION CONSTRUCTION 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 \$1,000,000.	<i>Rule 80403</i>	Daniel K. Podolsky, M.D. President	<u>Anticipated Value Under \$1,000,000</u> Charles Cobb, MBA, Associate Vice President for Supply Chain Management	November 25, 2019 (eff. December 1, 2019)
NEW MINOR CONSTRUCTION PROJECTS AND MINOR REPAIR AND REHABILITATION CONSTRUCTION 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 \$500,000.	<i>Rule 80403</i>	Daniel K. Podolsky, M.D. President	<u>Anticipated Value Under \$500,000</u> Shawn Cohenour, Director, Contracts Management	November 25, 2019 (eff. December 1, 2019)

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SPACE LEASE: Delegation of authority relating to execute and deliver space lease agreements, for the purpose of leasing space for use by the institution for institutional purposes. Any space lease agreements exceeding \$5,000,000 will require concurrence with President	<i>Rule 10501</i>	Daniel K. Podolsky, M.D. President	Michael Serber, Vice President for Finance and Institutional CFO	August 1, 2021
PURCHASE ORDERS: Delegation of authority to execute and deliver purchase orders for routine purchases of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Daniel K. Podolsky, M.D. President	<u>Purchases up to \$100,000</u> Kelly Gonzalez, Assistant Vice President for Library Services	September 25, 2015
PURCHASE ORDERS – PURCHASING OFFICE: Delegation of authority to execute and deliver purchase orders for routine purchases of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Daniel K. Podolsky, M.D. President	<u>Purchases up to \$15,000</u> Procurement Assistant, Purchasing Office	April 18, 2016
PURCHASE ORDERS – ANIMAL RESOURCES CENTER: Delegation of authority to execute and deliver purchase orders for routine purchase of equipment, supplies, goods, and services solely for the Animal Resources Center.	<i>Rule 10501</i>	Daniel K. Podolsky, M.D. President	<u>Not to Exceed \$15,000</u> Procurement Assistant, Animal Resources Center	November 25, 2019 (eff. December 1, 2019)
PURCHASE ORDERS - LIBRARY PURCHASES: Delegation of authority to execute and deliver purchase orders for routine purchases of equipment, supplies, goods, and services.	<i>Rule 10501, Section 5</i>	Daniel K. Podolsky, M.D. President	<u>Purchases up to \$50,000</u> Mori Lou Higa, Library Services	June 15, 2005 (cont. September 1, 2008)
CONTRACTS: Delegation of authority to execute and deliver contracts of any kind or nature, including but not limited to contracts for the purchase of equipment, supplies, goods, and services.	<i>Rule 10501, Section 5</i>	Daniel K. Podolsky, M.D. President	Shawn Cohenour, Director, Office of Contracts Management	June 15, 2005 (cont. September 1, 2008)
CONTRACTS AND PURCHASE ORDERS: Delegation of authority to execute and deliver contracts of any kind or nature, including contracts and/or purchase orders for the purchase of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Daniel K. Podolsky, M.D. President	Michael Serber, Vice President for Finance and Institutional CFO	August 1, 2021

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Board of Regents' Rules and Regulations		From	Delegate	Date of Delegation
CONTRACTS AND PURCHASE ORDERS: Delegation of authority to execute and deliver procurement contracts of any kind or nature, including contracts and/or purchase orders for the purchase of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Daniel K. Podolsky, M.D. President	<u>Not to Exceed \$1,000,000</u> Charles Cobb, MBA, Associate Vice President, Supply Chain Management	November 25, 2019 (eff. December 1, 2019)
CONTRACTS AND PURCHASE ORDERS: Delegation of authority to execute and deliver procurement contracts of any kind or nature, including contracts and/or purchase orders for the purchase of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Daniel K. Podolsky, M.D. President	<u>Not to Exceed \$500,000</u> Sourcing, Contracting and Purchasing Directors in Supply Chain Management	November 25, 2019
CONTRACTS AND PURCHASE ORDERS: Delegation of authority to execute and deliver procurement contracts and purchase orders for the routine purchase of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Daniel K. Podolsky, M.D. President	<u>Not to Exceed \$100,000</u> Each Purchasing Specialist in Purchasing	October 6, 2020
CONTRACTS AND PURCHASE ORDERS: Delegation of authority to execute and deliver procurement contracts and purchase orders for the routine purchase of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Daniel K. Podolsky, M.D. President	<u>Not to Exceed \$100,000</u> Each Sr. Buyer in Purchasing	November 25, 2019 (eff. December 1, 2019)
CONTRACTS AND PURCHASE ORDERS: Delegation of authority to execute and deliver procurement contracts of any kind or nature, including contracts and/or purchase orders for the purchase of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Daniel K. Podolsky, M.D. President	<u>Not to Exceed \$50,000</u> All Buyers in Supply Chain Management	December 1, 2019
CONTRACTS – REVENUE GENERATING AND NO COST CONTRACTS: Delegation of authority to execute and deliver revenue generating contracts of any kind or nature, up to a value not to exceed \$500,000, and no cost contracts.	<i>Rule 10501</i>	Daniel K. Podolsky, M.D. President	<u>Value Not to Exceed \$500,000</u> Shawn Cohenour, Director of Contracts Management	November 25, 2019
CONTRACTS – LEASE OF STUDENT HOUSING: Delegation of authority to execute and deliver contracts for student housing.	<i>Rule 10501, Section 5</i>	Daniel K. Podolsky, M.D. President	Michael Serber, Assistant Vice President, Office of Financial Planning	February 1, 2008 (cont. September 1, 2008)

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INTERAGENCY CONTRACTS WITH U.T. INSTITUTIONS: Delegation of authority to deliver contracts or agreement with U.T. System Administration or between or among U.T. institutions for resources or services.	<i>Rule 10501, Section 5.3</i>	Daniel K. Podolsky, M.D. President	Shawn Cohenour, Director, Office of Contracts Management	June 15, 2005 (cont. September 1, 2008)
AFFILIATION AGREEMENTS, PROGRAM AGREEMENTS, GRADUATE MEDICAL EDUCATION AGREEMENTS, AND LETTER AGREEMENTS FOR EDUCATIONAL EXPERIENCE: Delegation of authority to execute and deliver affiliation agreements and program agreements.	<i>Rule 10501</i>	Daniel K. Podolsky, M.D. President	W. P. Andrew Lee, M.D., Executive Vice President for Academic Affairs and Provost	August 1, 2021
AFFILIATION AGREEMENTS, PROGRAM AGREEMENTS, GRADUATE MEDICAL EDUCATION AGREEMENTS, AND LETTER AGREEMENTS FOR EDUCATIONAL EXPERIENCE: Delegation of authority to execute and deliver affiliation agreements AND program agreements.	<i>Rule 10501</i>	Daniel K. Podolsky, M.D. President	Charles M. Ginsburg, M.D., Vice Provost and Sr. Associate Dean, Southwestern Medical School	November 25, 2019 (eff. December 1, 2019)
PAYOR CONTRACTS AND MEDICARE/MEDICAID CERTIFICATIONS: Delegation of authority to execute and deliver payor contracts and Medicare/Medicaid Certifications.	<i>Rule 10501</i>	Daniel K. Podolsky, M.D. President	John Warner, M.D., MBA, Executive Vice President for Health System Affairs	November 25, 2019 (eff. December 1, 2019)
MEDICARE/MEDICAID CERTIFICATIONS: Delegation of authority to execute and deliver Medicare/Medicaid Certifications.	<i>Rule 10501</i>	Daniel K. Podolsky, M.D. President	Mack Mitchell, M.D., Interim Executive Vice President for Health System Affairs	September 6, 2017
SPONSORED RESEARCH; RESEARCH CONTRACTS & CONSORTIUM AGREEMENTS; CONFIDENTIAL DISCLOSURE AGREEMENTS; CLINICAL TRIAL AGREEMENTS: Delegation of authority to execute and deliver state, federal and other contracts or proposals for sponsored research, research contracts & consortium agreements, confidential disclosure agreements and clinical trials contracts on behalf of the Board.	<i>Rule 10501</i>	Daniel K. Podolsky, M.D. President	Michael Serber, Vice President for Finance and Institutional CFO	August 1, 2021

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SPONSORED RESEARCH: Delegation of authority to execute and deliver state, federal and other contracts or proposals for sponsored research.	<i>Rule 10501</i>	Daniel K. Podolsky, M.D. President	Cheryl Anderson, Director, Pre/Post Award Administration	April 18, 2016
SPONSORED RESEARCH: Delegation of authority to execute and deliver state, federal and other proposals for sponsored research (with no limit on value) and state, federal and other contracts for sponsored research not to exceed \$500,000.	<i>Rule 10501</i>	Daniel K. Podolsky, M.D. President	<u>Proposals – No Limit on Value Contracts – Up to \$500,000</u> Director/Assistant Director, Sponsored Programs Administration	November 25, 2019 (eff. December 1, 2019)
INTELLECTUAL PROPERTY: Delegation of authority to execute and deliver agreements granting an interest in intellectual property up to a total value not to exceed \$1 million. Includes 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</i>	Daniel K. Podolsky, M.D. President	<u>Total Value Not to Exceed \$1,000,000</u> Denise Canales, Assistant VP for Technology Commercialization	November 1, 2020
INTELLECTUAL PROPERTY: Delegation of authority to execute and deliver agreements granting an interest in intellectual property. Includes 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</i>	Daniel K. Podolsky, M.D. President	Dr. Marc Nivet, Executive Vice President for Institutional Advancement	May 7, 2019
CONTINUING EDUCATION LETTER AGREEMENTS: Delegation of authority to execute and deliver Continuing Education Related Letter Agreements.	<i>Rule 10501</i>	Daniel K. Podolsky, M.D. President	W. P. Andrew Lee, M.D., Executive Vice President for Academic Affairs and Provost	August 1, 2021
HR EMPLOYEE AGREEMENTS AND FORMS: Delegation of authority to execute and deliver HR Employee Agreements and Forms.	<i>Rule 10501</i>	Daniel K. Podolsky, M.D. President	Janelle Browne, VP and Chief Human Resources Officer	November 25, 2019 (eff. December 1, 2019)
IMMIGRATION DOCUMENTS: Delegation of authority to execute and deliver immigration documents.	<i>Rule 10501</i>	Daniel K. Podolsky, M.D. President	Mario Sanchez, Director, Office of International Affairs	November 25, 2019 (eff. December 1, 2019)

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DELEGATIONS OF AUTHORITY FROM THE UNIVERSITY OF TEXAS SYSTEM ADMINISTRATION TO THE UNIVERSITY OF TEXAS SOUTHWESTERN MEDICAL CENTER				
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. Southwestern Medical Center	September 15, 2020
CAMPUS LEASES – UT SOUTHWESTERN MEDICAL CENTER: 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. Southwestern Medical Center	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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