*Please note that this template includes optional language for superseding a prior delegation of authority. Use this optional language if the delegation supersedes one or more existing delegations.*

**[YOUR LETTERHEAD]**

**[Current Date]**, 20\_\_\_\_

MEMORANDUM

TO: **[Delegate]**

FROM: President

SUBJECT: Delegation of Authority to Approve Exceptions to DIR Accessibility Rules

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UT System Policy UTS150 (UTS150) and UT System Office of General Counsel Bulletins 2006-1 and 2009-1 (OGC Bulletins) set forth the procedure that the University must follow to exempt an electronic or information resource (EIR), whether procured by or developed by the University, from compliance with accessibility rules adopted by the Texas Department of Information Resources (DIR Accessibility Rules), based on the University’s determination that compliance will impose a significant difficulty or expense on the University.

Pursuant to UTS150 and the OGC Bulletins, I appoint you as my delegate to (1) make the final decision regarding whether the significant difficulty or expense exception to the DIR Accessibility Rules applies to an EIR procured by or developed by the University, and (2) approve the written documentation supporting the exception.

Your authority under this delegation is subject to all applicable laws, the Regents' Rules and Regulations, UT System policies, and special instructions or guidelines issued by the Chancellor, an Executive Vice Chancellor, or the Vice Chancellor and General Counsel. You must comply with laws, Regents' Rules, policies, special instructions and guidelines relevant to this delegation of authority.

Pursuant to Rule 10501, Section 1.4 of the Regents’ Rules and 1 *Texas Administrative Code* Section 213.37(4), you must maintain necessary and proper records related to all documents executed and delivered pursuant to this delegated authority in accordance with the applicable record retention schedule. *Please ensure that a copy of each document signed under authority of this delegation is retained in an appropriate location.*

*You are not authorized to further delegate the authority granted under this memorandum.*

***[Optional Language:*** This memorandum supersedes the prior delegation of authority from \_\_\_\_\_\_\_\_\_\_ **[insert primary delegate]** to \_\_\_\_\_\_\_\_\_\_ **[insert secondary delegate]** dated \_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_ **[insert date of superseded delegation memo]** relating to authority to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[insert title of superseded delegation memo]**.**]**

cc: David Lein

 Marcella Trant