

Delegations of Authority for The University of Texas at Arlington*

<u>Board of Regents' Rules and Regulations</u>		<u>From</u>	<u>Delegate</u>	<u>Date</u>
CURRENT PURPOSE GIFTS: Delegation of authority to accept current purpose gifts other than securities to The University of Texas at Arlington; provided that each gift is processed in accordance with applicable laws, Rules, policies and the UT Gift Acceptance Procedures.	<i>Rule 60601, Section 5; Section 7, UT System Gift Acceptance Procedures</i>	Vistasp M. Karbhari, President	Salma Adem, Vice President Ad Interim of University Advancement	March 27, 2019
IRS FORMS - GIFTS: Delegation of authority to execute necessary IRS forms, 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 Arlington.	<i>Rule 60101, Sections 8 and 2; Section 3.6, Gift Acceptance Procedures</i>	Vistasp M. Karbhari, President	Salma Adem, Vice President Ad Interim of University Advancement	March 27, 2019
IRS FORMS - GIFTS: Delegation of authority to execute necessary IRS forms, including without limitation IRS Forms 8283 and 8282, relating to gifts.	<i>Rule 60101, Sections 2 and 6</i>	Vistasp M. Karbhari, President	Kelly Davis, Vice President for Business Affairs & Controller	June 1, 2013
BANKING: Delegation of authority to execute and deliver contracts for banking services.	<i>Rule 10501; UTS166 and UTS167</i>	Vistasp M. Karbhari, President	John D. Hall, Vice President for Administration and Campus Operations	June 1, 2013
BANKING: Delegation of authority to execute and deliver contracts for banking services.	<i>Rule 10501; UTS166 and UTS167</i>	Vistasp M. Karbhari, President	Kelly Davis, Vice President for Business Affairs and Controller	June 1, 2013

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<u>Board of Regents’ Rules and Regulations</u>		<u>From</u>	<u>Delegate</u>	<u>Date</u>
CONSTRUCTION PROJECTS AND 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 \$4,000,000.	<i>Rule 80403</i>	Vistasp M. Karbhari, President	Kelly Davis, Vice President for Business Affairs and Controller	June 1, 2013
CONSTRUCTION PROJECTS AND 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 \$4,000,000.	<i>Rule 80403</i>	Vistasp M. Karbhari, President	John D. Hall, Vice President for Administration and Campus Operations	June 1, 2013
SPACE LEASE: Delegation of authority to execute and deliver space lease agreements with a value of \$1,000,000 or less.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	Kelly Davis, Vice President for Business Affairs and Controller	June 1, 2013
SPACE LEASE: Delegation of authority to execute and deliver space lease agreements with a value of \$1,000,000 or less.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	John D. Hall, Vice President for Administration and Campus Operations	June 1, 2013
PURCHASE ORDERS: Delegation of authority to execute and deliver purchase orders for the routine purchase of equipment, goods, and services.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	Joseph S. White, Assistant Director of Procurement & Strategic Sourcing	August 1, 2017

**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 Arlington is \$1 million, and the OGC threshold is \$500,000 (see Rule 10501 and UTS145). Delegation chart current as of 4/29/2019.*

<u>Board of Regents' Rules and Regulations</u>		<u>From</u>	<u>Delegate</u>	<u>Date</u>
PURCHASE ORDERS: Delegation of authority to execute and deliver purchase orders for routine purchases of equipment, goods, and services.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	Stephanie Scott, Associate Vice President for Accounting Services	October 31, 2014
PURCHASE ORDERS: Delegation of authority to execute and deliver purchase orders for routine purchases of equipment, goods, and services.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	Kelly Davis, Vice President for Business Affairs and Controller	June 1, 2013
PURCHASE ORDERS: Delegation of authority to execute and deliver purchase orders for routine purchases of equipment, goods, and services.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	John D. Hall, Vice President for Administration and Campus Operations	June 1, 2013
PURCHASE ORDERS: Delegation of authority to execute and deliver purchase orders for routine purchases of equipment, goods, and services.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	Julia Cornwell, Director of Procurement Services	June 1, 2013
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>	Vistasp M. Karbhari, President	Peter Zhang, Access & Discovery	June 1, 2013
SMALL PURCHASE PROGRAM: Delegation of authority to implement, manage, and oversee a small purchase program for purchases up to \$15,000.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	<u>Up to \$15,000</u> Joseph S. White, Assistant Director of Procurement & Strategic Sourcing	August 1, 2017
SMALL PURCHASE PROGRAM: Delegation of authority to implement, manage, and oversee a small purchase program for purchases up to \$15,000.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	<u>Up to \$15,000</u> Stephanie Scott, Associate Vice President for Accounting Services	August 29, 2017
SMALL PURCHASE PROGRAM: Delegation of authority to implement, manage, and oversee a small purchase program for purchases up to \$15,000.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	<u>Up to \$15,000</u> Kelly Davis, Chief Financial Officer and Vice President	August 29, 2017
SMALL PURCHASE PROGRAM: Delegation of authority to implement, manage, and oversee a small purchase program for purchases up to \$15,000.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	<u>Up to \$15,000</u> Julia Cornwell, Director of Procurement Services	August 1, 2017

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<u>Board of Regents’ Rules and Regulations</u>		<u>From</u>	<u>Delegate</u>	<u>Date</u>
LIBRARY PURCHASE ORDERS: Delegation of authority to execute and deliver purchase orders of routine books, serials and other related library materials.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	Ashley Zmau, Librarian	October 31, 2014
CONTRACTS: Delegation of authority to execute and deliver contracts of any kind or nature, including contracts for the purchase of equipment, supplies, goods and services.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	Kelly Davis, Vice President for Business Affairs and Controller	June 1, 2013
CONTRACTS: Delegation of authority to execute and deliver contracts of any kind or nature, including contracts for the purchase of equipment, supplies, goods and services.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	John D. Hall, Vice President for Administration and Campus Operations	June 1, 2013
CONTRACTS: Delegation of authority to execute and deliver contracts of any kind or nature, including contracts for the purchase of equipment, supplies, goods and services.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	Julia Cornwell, Director of Procurement Services	June 1, 2013
CONTRACTS (IN ABSENCE): Delegation of authority to execute and deliver contracts of any kind or nature, including contracts for the purchase of equipment, supplies, goods, and services.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	Stephanie Scott, Associate Vice President of Business Affairs & Controller <i>This delegation shall be effective only in the absence of the Director of Procurement and then only when the Director of Procurement is absent for a period of more than one (1) day.</i>	November 15, 2017
CONTRACTS – DIVISION OF STUDENT AFFAIRS: Delegation of authority to execute and deliver contracts or agreements of any kind or nature, including contracts for the purchase of equipment, supplies, goods, and services, within the Division of Student Affairs up to \$25,000.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	<u>Up to \$25,000</u> Lisa Nagy, Interim Vice President for Student Affairs	April 6, 2017

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<u>Board of Regents’ Rules and Regulations</u>		<u>From</u>	<u>Delegate</u>	<u>Date</u>
CONTRACTS – DEPARTMENT OF GLOBAL EDUCATION OUTREACH: Delegation of authority to execute and deliver revenue contracts or agreements of any kind or nature, within the Department of Global Education Outreach up to \$25,000.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	<u>Up to \$25,000</u> Teresea Madden	November 3, 2015
INTERAGENCY CONTRACTS WITH U.T. INSTITUTIONS: Delegation of authority to deliver contracts or agreements with U.T. System Administration or between or among U.T. Institutions for resources or services.	<i>Rule 10501, Section 2.7</i>	Vistasp M. Karbhari, President	Kelly Davis, Vice President for Business Affairs and Controller	June 1, 2013
INTERAGENCY CONTRACTS WITH U.T. INSTITUTIONS: Delegation of authority to deliver contracts or agreements with U.T. System Administration or between or among U.T. Institutions for resources or services.	<i>Rule 10501, Section 2.7</i>	Vistasp M. Karbhari, President	Julia Cornwell, Director, Procurement Services	June 1, 2013
INTERAGENCY CONTRACTS WITH U.T. INSTITUTIONS: Delegation of authority to deliver contracts or agreements with U.T. System Administration or between or among U.T. Institutions for resources or services.	<i>Rule 10501, Section 2.7</i>	Vistasp M. Karbhari, President	John D. Hall, Vice President for Administration and Campus Operations	June 1, 2013
STATE AND FEDERAL CONTRACTS OR PROPOSALS FOR SPONSORED RESEARCH (IN ABSENCE): Delegation of authority to execute and deliver state, federal and other contracts or proposals for sponsored research in the event the Vice President for Research Administration is unavailable.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	Jeremy Forsberg, Assistant Vice President for Research Administration	May 27, 2016
STATE AND FEDERAL GRANT PROPOSALS FOR SPONSORED RESEARCH: Delegation of authority to execute and deliver Grant Proposals for sponsored research.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	Sarah Panepinto, Director Grant and Contract Services	June 20, 2016

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<u>Board of Regents' Rules and Regulations</u>		<u>From</u>	<u>Delegate</u>	<u>Date</u>
SPONSORED RESEARCH: Delegation of authority to execute and deliver state, federal and private contracts or proposals for sponsored research.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	Duane Dimos, Vice President for Research	March 30, 2015
SPONSORED RESEARCH: Delegation of authority to execute and deliver state, federal and private contracts or proposals for sponsored research.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	Kelly Davis, Vice President for Business Affairs and Controller	June 1, 2013
INTELLECTUAL PROPERTY: Delegation of authority to execute and deliver agreements granting an interest in intellectual property.	<i>Rule 10501; Rule 90105, Sections 1 & 3</i>	Vistasp M. Karbhari, President	Mickey McCabe, Executive Director, UTARI	October 31, 2014
INTELLECTUAL PROPERTY: Delegation of authority to execute and deliver agreements granting an interest in intellectual property.	<i>Rule 10501; Rule 90105, Sections 1 & 3</i>	Vistasp M. Karbhari, President	Duane Dimos, Vice President for Research	March 30, 2015
NON-DISCLOSURE AGREEMENTS: Delegation of authority to execute and deliver non-disclosure agreements	<i>Rule 10501</i>	Vistasp M. Karbhari, President	Teresa Schultz, Director of Technology Management	May 27, 2016
DISTANCE EDUCATION FEES: Delegation of authority to approve distance education fees.	<i>Rule 40101, Section 3</i>	Vistasp M. Karbhari, President	Kelly Davis, Vice President for Business Affairs and Controller	October 31, 2014
JOINT SPONSORSHIPS: Delegation of authority for approval of joint sponsorships for use of UTA facilities.	<i>Rule 80105</i>	Vistasp M. Karbhari, President	Kelly Davis, Vice President for Business Affairs and Controller	October 31, 2014
JOINT SPONSORSHIPS: Delegation of authority for approval of joint sponsorships for use of UTA facilities.	<i>Rule 80105</i>	Vistasp M. Karbhari, President	John D. Hall, Vice President for Administration and Campus Operations	June 1, 2013
INTERNATIONAL TRAVEL: Delegation of authority to execute and forward for processing requests for Travel Authorization for International Travel.	<i>Rule 20801</i>	Vistasp M. Karbhari, President	Jean Hood, Vice President for Human Resources	October 31, 2014

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<u>Board of Regents’ Rules and Regulations</u>		<u>From</u>	<u>Delegate</u>	<u>Date</u>
ZERO DOLLAR AFFILIATION AND ZERO DOLLAR ACADEMIC PROGRAM AGREEMENTS (IN ABSENCE ONLY): Delegation of authority to execute and deliver zero dollar affiliation agreements and zero dollar academic program agreements. Delegation effective only in the event the Vice Provost for Academic Planning and Policy is unavailable.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	Dr. Antoinette Sol, Vice Provost for Faculty Affairs, Office of the Provost and Vice President for Academic Affairs <u>Delegation effective only in the event the Vice Provost for Academic Planning and Policy is unavailable.</u>	February 26, 2019
ZERO DOLLAR AFFILIATION AND ZERO DOLLAR ACADEMIC PROGRAM AGREEMENTS: Delegation of authority to execute and deliver zero dollar affiliation agreements and zero dollar academic program agreements.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	Dr. Pranesh Aswath, Vice Provost for Academic Planning & Policy	October 11, 2018
AFFILIATION AGREEMENTS AND ACADEMIC PROGRAM AGREEMENTS: Delegation of authority to execute and deliver affiliation agreements and academic program agreements up to \$1,000,000.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	<u>Up to \$1,000,000</u> Teik C. Lim, Provost and Vice President for Academic Affairs	September 11, 2017
CONTRACTS – INTERCOLLEGIATE ATHLETIC TRAVEL: Delegation of authority to execute and deliver contracts or agreements for Intercollegiate Athletic travel not to exceed \$25,000.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	<u>Up to \$25,000</u> Jim Baker, Director of Intercollegiate Athletics	March 19, 2015
CONTRACTS – (INTERCOLLEGIATE) ATHLETIC GAMES: Delegation of authority to execute and deliver contracts or agreements for Intercollegiate Athletics games not to exceed \$25,000.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	<u>Up to \$25,000</u> Jim Baker, Director of Intercollegiate Athletics	March 19, 2015
MAVERICK STADIUM, TEXAS HALL AND OTHER FACILITIES: Delegation of authority to execute and deliver contracts of any kind or nature in connection with Maverick Stadium, Texas Hall, and E. H. Hereford University Center.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	Kelly Davis, Vice President for Business Affairs and Controller	October 31, 2014

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<u>Board of Regents’ Rules and Regulations</u>		<u>From</u>	<u>Delegate</u>	<u>Date</u>
MAVERICK STADIUM, TEXAS HALL AND OTHER FACILITIES: Delegation of authority to execute and deliver contracts of any kind or nature in connection with Maverick Stadium, Texas Hall, and E. H. Hereford University Center.	<i>Rule 10501</i>	Vistasp M. Karbhari, President	John D. Hall, Vice President for Administration and Campus Operations	October 31, 2014
MAVERICK STADIUM, TEXAS HALL AND OTHER FACILITIES: Delegation of authority to execute and deliver contracts of any kind or nature in connection with Maverick Stadium, Texas Hall, and E. H. Hereford University Center and Housing.	<i>Series 10501, Section 5</i>	Vistasp M. Karbhari, President	John D. Hall, Vice President for Administration and Campus Operations	June 1, 2013
DEPARTMENT OF LABOR AND DEPARTMENT OF HOMELAND SECURITY OFFICE OF U.S. CITIZEN AND IMMIGRATION SERVICE FORMS: Delegation of authority to execute certain United States Department of Labor and Department of Homeland Security Office of U.S. Citizen and Immigration Service forms, including without limitation H-1B petitions and form 1-129.	<i>8 CFR 214.2(h); 20 CFR 655.730(a)</i>	Vistasp M. Karbhari, President	Jean Hood, Vice President for Human Resources	October 31, 2014
DELEGATIONS OF AUTHORITY FROM THE UNIVERSITY OF TEXAS SYSTEM ADMINISTRATION TO THE UNIVERSITY OF TEXAS AT ARLINGTON				
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

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<u>Board of Regents’ Rules and Regulations</u>		<u>From</u>	<u>Delegate</u>	<u>Date</u>
EXTERNAL USE AGREEMENTS – UT ARLINGTON: Delegation of authority to execute and deliver External Use Agreements for University of Texas at Arlington, Nanotechnology Research and Teaching Facilities – NanoFab, on the standard form currently approved by the Office of General Counsel, or such subsequent form that may be approved by the Office of General Counsel of U.T. System.	<i>Rule 70301, Part 2, Section 4</i>	Kirk Tames, Executive Director of Real Estate	Vice President for Business Affairs and Controller, U.T. Arlington	September 25, 2014
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 template letter without material change in conformity with the instructions.	<i>Rule 70301, Part 2, Sections 4 and 10; Rule 10501</i>	Kirk S. Tames, Executive Director of Real Estate	Chief Business Officers, U. T. Arlington	January 16, 2019
CAMPUS LEASES – UT ARLINGTON: 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 Officers, U. T. Arlington	January 18, 2018

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<u>Board of Regents’ Rules and Regulations</u>		<u>From</u>	<u>Delegate</u>	<u>Date</u>
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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