


**MICHIGAN STATE**  
**UNIVERSITY**

March 19, 2015

MEMORANDUM

To: CORE Members

From: Lou Anna K. Simon, President 

Subject: Delegation of Signature Authority

The Bylaws of the Board of Trustees of Michigan State University authorize the President to execute contracts and other legal documents on behalf of the Board of Trustees. Consistent with Article 11 of the Bylaws, the President may also authorize other administrators to execute contracts and other legal documents on behalf of the Board of Trustees.

Effective immediately, the following individuals are authorized to execute contracts and other legal documents on behalf of the Board of Trustees:

- a. Executive Vice President for Administrative Services
- b. Vice President for Finance and Treasurer
- c. Director of Contract and Grant Administration
- d. Vice President and Secretary of the Board of Trustees

In addition, the following individuals are given authority as noted:

- e. The Deputy General Counsel, Associate General Counsels, Assistant General Counsels and Staff Attorneys are authorized to execute all legal documents, including those required for purposes of litigation and/or other court proceedings and settlement agreements for the resolution of such proceedings.
- f. The Director of University Services is authorized to make commitments, via purchase orders and required supporting documents, according to rules outlined in the Purchasing Policies and Procedures Manual. This authority may be re-delegated to the Purchasing Manager and other qualified buying staff in accordance with the Manual sections titled "Buying Authority and Cosignature Requirements," "Contract Review, Signature, Approvals and Workflow Routing," and "Specialized Purchases, subsection



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- g. Contracts.” The Director of University Services is also authorized to re-delegate his/her authority to approved satellite purchasing units (such as the National Superconducting Cyclotron Lab, the Facility for Rare Isotope Beams, Food Stores and the Library) with prior approval of the satellite unit’s policies and procedures by the Purchasing Department.
- h. The Assistant Vice President for Research and Graduate Studies – Office of Sponsored Programs is authorized to sign research contract and grant proposals and related agreements, award contracts and related documents, reports and payment request documents.
- i. The Assistant Director(s) and Manager(s) of Contract and Grant Administration (CGA) each are authorized to sign award documents and related documents, financial reports and payment request documents. CGA staff members have the authority to sign financial reports.
- j. The Director, Associate Director, Assistant Director(s) and Manager(s) of the Office of Sponsored Programs (OSP) each are authorized to sign contract and grant proposals and related agreements, as well as award documents and related documents. OSP staff members have the authority to submit contract and grant proposals.
- k. The Director of Contract and Grant Administration is authorized to re-delegate signature authority for certain low risk agreements to unit administrators. A low risk agreement is one that has been generated by MSU, has been reviewed by the General Counsel’s Office, and has a monetary value less than \$50,000 per year.
- l. The Executive Vice President for Administrative Services is authorized to sign collective bargaining agreements related to non-academic employees. The Executive Vice President for Administrative Services and the Assistant Vice President for Human Resources each are authorized to sign other documents directly associated with collective bargaining agreements related to non-academic employees. The Executive Vice President for Administrative Services and the Assistant Vice President for Human Resources may re-delegate authority to sign collective bargaining agreements related to non-academic employees and other documents directly associated with those collective bargaining agreements to the Director of Employee Relations.
- m. The Provost is authorized to sign collective bargaining agreements related to academic employees, including graduate teaching assistants. The Provost and the Associate Provost and Associate Vice President for Academic Human Resources each are authorized to sign other documents directly associated with collective bargaining agreements related to academic employees.
- n. The Assistant Vice President for Human Resources is authorized to sign individual settlement agreements for the resolution of workers’ compensation claims. The Assistant Vice President for Human Resources may re-delegate this authority to the Director of Benefits.



- o. The Provost is authorized to sign all affiliation agreements, including master agreements with organizations for student placement and faculty affiliation agreements. Additionally, the Provost may sign agreements for educational collaboration with other institutions. The Senior Associate Provost is authorized to sign affiliation agreements that relate to individual student or medical resident placements.
- p. The Senior Associate Vice President for Research and Graduate Studies is authorized to sign author agreements on behalf of the MSU Press.
- q. The Director of Intercollegiate Athletics is authorized to sign contracts and other documents directly related to the scheduling of intercollegiate athletic events and employment contracts for all coaches other than the coaches for football, men's and women's basketball, and men's ice hockey. In addition, the Director of Intercollegiate Athletics is authorized to sign standard corporate sponsorship agreements whose terms conform to the standard agreement reviewed by the Office of the General Counsel.
- r. The Executive Director and Sponsored Projects Manager of MSU Business Connect each are authorized to sign contract and grant awards and related agreements with for-profit sponsors, except when from a government prime funding source. In such cases, OSP staff have signature authority. (See (i) above).
- s. The Executive Director and Associate Director of MSU Technologies each are authorized to sign confidential disclosure agreements, material transfer agreements, data use agreements, licenses, other documents directly related to patent application, assignment and protection, and other documents directly related to copyright registration, assignment and protection.<sup>1</sup> The authority to sign confidential disclosure agreements and material transfer agreements may be re-delegated to the Assistant Director of MSUT, or to the Executive Director or Sponsored Projects Manager of MSU Business Connect for limited periods of time when both the Executive and Associate Director are unavailable.
- t. The Director of Land Management is authorized to sign agreements related to the management of real property, including off-campus land and facility use agreements, with a monetary value of less than \$50,000 and with a term of not more than five years.
- u. The Vice President for Auxiliary Enterprises is authorized to sign agreements related to the operation of the residence halls, apartments, conference facilities, Culinary Services, University Apartments, Kellogg Center, Breslin Center, Union Building, Golf Course, Tennis Facility, Brook Lodge and Residence Life.

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<sup>1</sup> The authority to sign confidential disclosure agreements encompasses the authorization to sign confidentiality agreements pursuant to the Michigan Freedom of Information Act (MCLA 15.231 et. seq.) and the Confidential Research and Investment Information Act (MCLA 390.1551 et. seq.).

- v. The Manager of University Licensing is authorized to sign agreements related to the licensing of MSU trademarks and symbols with a monetary value estimated to be less than \$50,000 and with a term of not more than five years. The Vice President for Auxiliary Enterprises and Vice President for Communications and Brand Strategy are each authorized to sign agreements related to the licensing of MSU trademarks and symbols with a monetary value of more than \$50,000.
- w. The Vice President for Communications and Brand Strategy is authorized to sign agreements related to the use of MSU trademarks and symbols for purposes other than licensing. The Vice President for Communications and Brand Strategy is also authorized to sign location agreements for filming on MSU property and all agreements related to still photography on campus.
- x. The Vice President for Strategic Infrastructure Planning and Facilities is authorized to sign all construction and construction design related documents, agreements, change orders, and contracts. The Assistant Vice President for Strategic Infrastructure Planning and Facilities is authorized to sign all construction and construction design related documents, change orders, and contracts in the Vice President's absence from campus. The authority to sign construction change orders may be re-delegated to the University Engineer for all amounts, and to the Construction Superintendent(s) for change orders with a monetary value less than \$50,000.

***All re-delegations described and authorized in this memorandum must be done in writing, with a copy provided to the Executive Vice President for Administrative Services.***

This memorandum supersedes the memorandum on this subject dated September 19, 2014. This memorandum does not affect Presidential or Board of Trustees delegations of authority which are not the subject of this memorandum.

This memorandum does not address the need for legal review of contracts and other legal documents prior to signature. It is expected that campus units will assure that all contracts and legal documents receive an appropriate level of review from the Office of the General Counsel.

cc: Deans, Department Chairs, & Separately Reporting Directors  
Executive Managers