

Contract Signatory Authority – Matrix of Delegations  
(See Rutgers Policy 50.13.3)  
Last Revised: July 25, 2017

Area	Authority	Delegated to	Contracts/Transactions • Point of Delegation	Subdelegation Authorized?
<b>Academics</b>	Exec. V.P. for Academic Affairs		Contracts pertaining to academic programs, academic affiliations, partnerships and joint and dual degree programs.	N/A
	Exec. V.P. for Academic Affairs	Vice President for Continuing Studies	The contracts subject to this delegation are those relating to Continuing Education/Continuing Studies efforts in the area of continuing professional development, courses, programs, and related service efforts in support of the lifelong learning and outreach mission of the University. This delegation shall be limited to contracts that do not exceed \$250,000 in total value.	
	Exec. V.P. for Academic Affairs	All faculty	Invitations to speakers and other visitors for academic purposes involving customary honoraria and appropriate expense reimbursements.	N/A
	Chancellor (Camden)	Deans (Camden)	Invitations to speakers and other visitors for academic purposes involving customary honoraria and appropriate expense reimbursements.	Yes, with approval of the Chancellor

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	Chancellor (Newark)	All Faculty (Newark)	Invitations to speakers and other visitors for academic purposes involving customary honoraria and appropriate expense reimbursements.	Yes, with approval of the Chancellor
<b>Administration/Operational</b>	Sr. V.P. for Fin. And Admin.		Non-academic contracts (MOUs) with other entities for shared services, including inter-local service agreements with other governmental entities	N/A
	Chancellor (Camden)	Vice Chan. For Admin. And Finance (Camden)	Non-academic contracts (MOUs) with other entities for shared services, including inter-local service agreements with other governmental entities.	No
	Chancellor (Newark)	Exec. Vice Chan. For Admin. And Finance	Non-academic contracts (MOUs) with other entities for shared services, arising out of the Newark campus including inter-local service agreements with other governmental entities.	Yes, as appropriate, with approval of the Chancellor
	Sr. V.P. for Administration	Vice President of Information Technology	Contracts relating to or arising from the university's information technology resources, including but not limited to, contracts relating to computer technology, data security and enterprise systems. This delegation shall be limited to contracts that do not exceed \$1,000,000 in total value.	Yes

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<b>Agricultural Experiment Station/School of Environmental and Biological Science</b>	Exec. V.P. for Academic Affairs	Executive Dean, SEBS and Executive Director, NJAES	Federal formula funds provided by the USDA-National Institute for Food and Agriculture to support research and extension activity at the New Jersey Agricultural Experiment Station.	Yes
	Executive Dean, SEBS and Executive Director, NJAES	Director, Cooperative Research	Formula fund applications/agreements (including, but not limited to, Hatch, Multistate Hatch, McIntire-Stennis, and Animal Health funds).	No
	Executive Dean, SEBS and Executive Director, NJAES	Director, Rutgers Cooperative Extension	Extension-related formula fund applications/agreements (including, but not limited to, Smith-Lever 3(b)3(c) funds, Smith-Lever 3(d) funds and other extension-related funds administered as formula funds).	No
<b>Athletics</b>	President	Director of the Division of Intercollegiate Athletics (NB)	Athletic contracts and commitments (not exceeding \$250,000) including but not limited to game contracts, facility rental agreements, camp and event management agreements, sports medicine and sports performance agreements, equipment and supply agreements.	Yes, as appropriate, with approval of the President

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<b>Athletics (con't)</b>	Director of the Division of Intercollegiate Athletics (NB)	Senior Associate Athletic Director of Finance, Administration and Planning	Athletic contracts and commitments (not exceeding \$250,000) including but not limited to game contracts, facility rental agreements, camp and event management agreements, sports medicine and sports performance agreements, equipment and supply agreements.	Yes, as appropriate, with approval of the Director of Intercollegiate Athletics (NB)
	Director of the Division of Intercollegiate Athletics (NB)	Deputy Athletics Director - Intercollegiate Athletics (NB)	Athletic contracts and commitments (not exceeding \$250,000) including but not limited to game contracts, facility rental agreements, camp and event management agreements, sports medicine and sports performance agreements, equipment and supply agreements.	Yes, as appropriate, with approval of the Director of Intercollegiate Athletics (NB)
	Director of the Division of Intercollegiate Athletics (NB)	Senior Associate Athletic Director for Facilities/Events/Operations Intercollegiate Athletics (NB)	Athletic contracts relating to certain Olympic Sports (not including football, men's basketball, women's basketball) game contracts and Athletics facility rental agreements with a value not exceeding \$10,000.	No
	Chancellor (Camden)	Director of Athletics (Camden)	Athletic contracts and commitments including but not limited to game contracts, facility rental agreements, camp and event management agreements, sports medicine and sports performance agreements, equipment	Yes, as appropriate, with approval of the Chancellor

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			and supply agreements.	
<b>Athletics (con't)</b>	Chancellor (Newark)	Vice Chancellor for Student and Community Affairs	Athletic contracts and commitments concerning the Newark campus including but not limited to game contracts, facility rental agreements, camp and event management agreements, sports medicine and sports performance agreements, equipment and supply agreements.	Yes, as appropriate, with approval of the Chancellor
<b>Douglass Developmental Disability Center</b>	Exec. V.P. for Academic Affairs	Exec. Dir. of DDDC	Contracts pertaining to services provided by the DDDC to outside individuals and entities including but not limited to contracts for home-based services; contracts for early intervention transition; contracts for evaluations; assessments and observations of students; contracts for consulting services and court testimony; contacts with NJ school districts for enrollment of students in the DDDC's school program; contracts with NJ schools to establish classrooms for them to treat their students with autism spectrum disorders within the district, and contracts with the NJ Division of Developmental Disabilities for placement of adult clients at the DDDC; contracts with individuals to perform volunteer work related to the center.	Yes

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	Exec. Dir. of the DDDC	Dir. of the DDDC	Contracts pertaining to services provided by the DDDC to outside individuals and entities including but not limited to contracts for home-based services; contracts for early intervention transition; contracts for evaluations; assessments and observations of students; contracts for consulting services and court testimony; contacts with NJ school districts for enrollment of students in the DDDC's school program; contracts with NJ schools to establish classrooms for them to treat their students with autism spectrum disorders within the district, and contracts with the NJ Division of Developmental Disabilities for placement of adult clients at the DDDC; contracts with individuals to perform volunteer work related to the center.	No
	Exec. Dir. of the DDDC	Dir. of Douglass Outreach	Contracts for Douglass Outreach Services between individuals seeking services of behalf of their child or school to receive service from Douglass Outreach Services.	No
	Exec. Dir. of the DDDC	Educ. Dir. DDDC	Contracts with School Districts concerning the DDDC's School Program services for students with autism.	No

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<b>Facilities</b>	Executive V.P. for Finance and Administration and University Treasurer	Senior Vice President, Institutional Planning and Operations	Contracts and commitments associated with the planning design, construction and maintenance functions of university physical assets (land, improvements, equipment, etc.) at the NB/Piscataway and Camden campuses and outlying areas. This delegation does not supersede any requirements or conditions of Board of Governor resolutions pertaining to capital projects.	Yes, as appropriate, with approval of the Executive V.P. for Finance and Administration and University Treasurer
	Senior Vice President, Institutional Planning and Operations	VP for Facilities	The contracts subject to this delegation are those relating to: Contracts and commitments associated with the construction and maintenance functions of university physical assets (land, improvements, equipment, etc.) on all Rutgers University campuses and outlying areas and shall not exceed \$500,000 either in the whole or as an aggregate. This delegation does not supersede any requirement or condition of any Board of Governor resolution pertaining to authorizations in connection with construction and capital projects.	Yes, as appropriate, with approval of the Senior Vice President, Institutional Planning and Operations
	Senior Vice President, Institutional Planning and Operations	VP for Business Services	The contracts subject to this delegation are those relating to: • Contracts and commitments associated with the planning, design construction, maintenance functions of university physical assets (land, improvements, equipment etc.) on all	Yes, as appropriate, with approval of the Senior Vice President, Institutional Planning and Operations

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Facilities (con't)			<p>Rutgers University campuses and outlying areas.</p> <ul style="list-style-type: none"> <li>• Contracts related to Information Technology as it relates to Institutional Planning and Operations.</li> <li>• Housing operations including conference services</li> <li>• Support Services including mail, moving, fleet, surplus, warehousing, uniforms. etc.</li> </ul> <p>This authority shall not exceed \$500,000 either in the whole or as an aggregate. This delegation does not supersede any requirement or condition of any Board of Governor resolution pertaining to authorizations</p>	
	Senior Vice President, Institutional Planning and Operations	Associate Vice President, Planning, Development and Design	The contracts subject to this delegation are those relating to: Contracts and commitments associated with planning and design on all Rutgers University campuses and outlying areas and shall not exceed \$250,000 either in the whole or as an aggregate. This delegation does not supersede any requirement or condition of any Board of Governor resolution pertaining to authorizations.	Yes, as appropriate, with approval of the Senior Vice President, Institutional Planning and Operations
	Sr. V.P. for Fin.		Contracts pertaining to the lease of university property or property for university use.	N/A



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<b>Finance</b>	Sr. V.P. for Fin. and Admin.	V.P. Fin. And Assoc. Treasurer	Contracts that are primarily financial in nature, including but not limited to account and investments contracts.	No
	Chancellor - Newark	Vice Provost Budget & Administration at RU-Newark	The contracts subject to this delegation are those relating to the New Market Tax Credit Transaction resulting in the financing of One Washington Park holdings such as tax filing, audits and any and all other corporate documents related to this transaction.	Yes
<b>Foundation/Alumni Relations</b>	President	Pres. of RU Foundation and Exec. V.P. for Development and Alumni Relations	Contracts of which the University is a party and which pertain to the donation of funds and property to the University; contracts pertaining primarily to the area of Alumni Relations (i.e., alumni credit card affiliation contracts).	Yes, as appropriate, with approval of the President
<b>Graduate School of Education (GSE)</b>	Senior Vice President for Academic Affairs	Dean of the Graduate School of Education (GSE)	Memorandums of understanding between local schools districts and the Graduate School of Education (GSE) that outline terms and conditions for educational partnership wherein GSE students shall be placed in practicum and/or teaching placements.	Yes, as appropriate, with approval of the Senior Vice President for Academic Affairs

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	Senior Vice President for Academic Affairs	Senior Director for Finance and Administration of the Graduate School of Education	Memorandums of understanding between local schools districts and the Graduate School of Education (GSE) that outline terms and conditions for educational partnership wherein GSE students shall be placed in practicum and/or teaching placements.	Yes, as appropriate, with approval of the Senior Vice President for Academic Affairs
<b>International</b>	President, Exec. V.P. for Academic Affairs		Contracts with international entities	N/A
<b>Labor</b>	Exec. V.P. for Academic Affairs		Labor agreements with academic units	N/A
	Sr. V.P. for Fin. and Admin.	V.P. for Faculty and Staff Resources	Staff union contracts, and agreements resolving grievances and arbitrations arising under staff union contracts	Yes
	Sr. V.P. for Fin. and Admin.	V.P. for Faculty and Staff Resources	Labor contracts with non-academic units.	No
	Sr. V.P. for Fin. and Admin.	Director of the Rutgers Cooperative Extension	Agreements and memorandums of understanding, including the related salary agreements, between the Rutgers Cooperative Extension and the various counties of New Jersey, all of which relate to the provision of education and	Yes

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			services to such counties.	
	V.P. for Faculty and Staff Resources	Director of Labor Relations	Agreements resolving grievances and arbitrations arising under staff union contracts	Yes. This authority may be sub-delegated only with my prior approval and in accordance with Rutgers Policy 50.3.13. Specifically, the Director of Labor Relations may sub-delegate authority to his or her staff to execute agreements resolving grievances and arbitrations arising under staff union contracts.
	Director of Labor Relations	Associate Director of Labor Relations, Senior Labor Relations Specialists and Labor Relations Specialists	Agreements resolving grievances and arbitrations arising under staff union contracts	No
<b>Legal</b>	President	Senior Vice President and General Counsel	Contracts pertaining to the legal representation of the university including but not limited to engagement agreements with outside counsel and related experts, arbitrator/mediation	Yes, as appropriate, with approval of President

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			agreements and settlement agreements.	
	Senior Vice President and General Counsel	Associate Vice President and Deputy General Counsel	In consultation with the Senior Vice President and General Counsel, contracts pertaining to the legal representation of the university including but not limited to engagement agreements with outside counsel and related experts, arbitrator/mediation agreements and settlement agreements.	No
<b>Legal (con't)</b>	Senior Vice President for Finance and Treasure	Senior Associate General Counsel	<p>(1) Legal opinions required in connection with equipment leases that Rutgers enters into for university equipment;</p> <p>(2) Standard "HUD-1" closing statements, and other closing forms or certificates for sales or acquisitions of real property below \$2,000,000 or for any amount when the particular transaction was already approved by the Board of Governors. This authority does not include deeds or contracts for sale or purchase of real property – which authority is retained exclusively by the Senior Vice President for Finance and Treasure. This delegation is intended to facilitate real property transaction</p>	Yes

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			closings which the OGC handles in-house.	
<b>Legal (con't)</b>	Exec. V.P. for Academic Affairs		Settlement agreements of legal matters arising from academic departments or involving academic matters	N/A
	Executive V.P. for Finance and Admin. and University Treasurer		Settlement agreements of legal matters arising from staff/administration disputes arising from any campus, including RBHS.	
	Executive V.P. for Finance and Admin. and University Treasurer	V.P. for Faculty and Staff Resources	Settlement agreements of disputes (grievances and arbitrations) arising under the staff union contracts	Yes, with approval of the Sr. V.P. for Finance and Admin.
	V.P. for Faculty and Staff Resources	Director of Labor Relations	Settlement agreements of disputes (grievances and arbitrations) arising under the staff union contracts	Yes, to the staff of the Director of Labor Relations provided the Director is aware of the terms

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	Director of Labor Relations	Associate Director of Labor Relations and Senior Labor Relations Specialists	Settlement agreements of disputes (grievances and arbitrations) arising under the staff union contracts	No
	Chancellor (Newark)	Executive Vice Chancellor for Administration	Settlement agreements of legal matters arising from staff/administration disputes on the Newark Campus	Yes, with approval of the Chancellor
	Chancellor (Camden)	Vice Chancellor for Admin. and Finance	Settlement agreements of legal matters arising from staff/administration disputes on the Camden Campus	No
<b>Library</b>	Exec. V.P. for Academic Affairs	Univ. Librarian	Contracts not exceeding \$1 million in total value pertaining to the Univ. Library and library services, including deeds of gifts, grants, inter-institutional agreements, intra-library loan agreements, and art loan agreements.	Yes, as appropriate, with approval of the Exec. V.P. for Academic Affairs
<b>Procurement Services</b>	Sr. Vice President for Finance and Treasurer	Executive Director of University Procurement Services	The contracts subject to this delegation are those relating to (describe nature of contracts): all Procurement Contracts (as that term is defined in Rutgers Policy 20.1.11) pursuant to Rutgers Policy 20.1.11. For the avoidance of doubt, Procurement Contracts over \$500,000 shall be signed by the Executive Director of University Procurement	Yes, with approval of the Sr. Vice President for Finance and Treasurer

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			Services as well as one additional University Executive Officer as set forth in Policy 20.1.11.	
<b>Public Affairs</b>	President	V.P. of Public Affairs	All contracts arising out of and primarily concerning the Department of Public Affairs and the Offices of State and Federal Relations	Yes, as appropriate, with approval of the President
<b>Public Safety</b>	Sr. V.P. for Fin. and Admin.	V.P. for Public Safety	Contracts that pertain primarily to the provision of public safety services such as police, emergency services, environmental health & safety, card access, cameras, alarms, transportation, security, and the provision of certain administrative services such as mail and golf with outside agencies and outlying communities.	Yes, as appropriate, with approval of the Sr. V.P. for Fin. & Admin.
	Sr. V.P. for Fin. and Admin.	Executive Director Police Services/Chief of University Police	Contracts subject to this delegation are those relating to the provision of public safety services such as police, emergency services, security, and emergency management.	Yes, as appropriate, with approval of the Sr. V.P. for Fin. & Admin.
	V.P. for Public	Executive Director of	Contracts that pertain to the provision of	Yes

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	Safety	Business & Administrative Services	public safety services, such as police, emergency services, environmental health & safety, card access, cameras, alarms, transportation, security, and the provision of certain administrative services such as mail and golf with outside agencies and outlying communities	
<b>Public Safety (con't)</b>	Chancellor (Camden)	Vice Chancellor for Admin. & Fin.	Contracts for certain public safety services such as alarms, cameras, transportation, and card access. Contracts that pertain to certain administration services on the Camden campus, such as mail, telephone.	Yes, as appropriate, with approval of the Chancellor
	Chancellor (Newark)	Exec. Vice Chancellor for Admin. & Fin.	Contracts for certain public safety services such as alarms, cameras, transportation, and card access. Contracts that pertain to certain administration services on the Newark campus, such as mail, telephone.	Yes, as appropriate, with approval of the Chancellor
	Senior Vice President, Institutional Planning and Operations	Executive Director Public Safety/Chief of Police	The contracts subject to this delegation are those relating to: Contracts and commitments associated with public safety functions including: police, emergency services, security, and emergency management on all Rutgers	Yes, as appropriate, with approval of the Senior Vice President, Institutional Planning and Operations



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			University campuses and outlying areas and shall not exceed \$200,000 either in the whole or as an aggregate. This delegation does not supersede any requirement or condition of any Board of Governor resolution pertaining to authorizations.	
<b>Research / Grants</b>	President	Sr. V.P. for Research and Economic Development	(1) All sponsored research and clinical trial agreements (federal, state, corporate, associations and foundations) that have a total value of less than \$10 million, (2) All agreements involving intellectual property, including but not limited to licensing and MTAs that have a total value of less than \$10 million; (3) authority to reduce the F&A rate below the negotiated F&A rate on contracts and grants or below the maximum allowed by the agency. (4) proposals for grants and contracts with non-profit and for profit agencies.	Yes, as appropriate, with approval of the President
	Sr. V.P. for Research and Economic Development	Assoc. V.P. for Research Administration	(1) All sponsored research and clinical trial agreements (federal, state, corporate, associations, and foundations) that have a total value of less than \$10 million, (2) All MTAs and NDAs (3) authority to reduce the F&A	Yes, as appropriate, to the Sr. Associate Dir. Office of Research and Sponsored Programs (ORSP) for non-profit

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			rate below the negotiated F&A rate on contracts and grants or below the maximum allowed by the agency. (4) proposals for grants and contracts with non-profit and for profit organizations.	and Dir. Corporate Contracts for-profit
<b>Research / Grants (con't)</b>	Sr. V.P. for Research and Economic Development	Associate Vice President, Office of Research Commercialization	All IP agreements that have a total venue of less than \$10 million, except those involving companies in which Rutgers has a 10% or greater equity interest.	Yes, to the Executive Director, Licensing & IP
	Sr. V.P. for Research and Economic Development	Assoc. V.P. for Innovation and Partnerships	All IP agreements (under \$1 million), except those involving companies in which Rutgers or its employees have a 1% or greater equity interest.	Yes, to the Director of Licensing
	Assoc. V.P. for Research Administration	Sr. Associate Dir. Office of Research and Sponsored Programs (ORSP)	(1) All sponsored research and clinical trial agreements (federal, state, associations and foundations) that have a total value of less than \$10 million (2) proposals for grants and contracts with non-profit agencies.	Yes, to the Assist. Director of ORSP in consultation with the Sr. Associate Dir. Or Director of the Office of Research and Sponsored Programs (ORSP)
	Assoc. V.P. for Innovation and Partnerships	Director of Licensing	All IP agreements (under \$1 million), except those involving companies in which Rutgers or its employees have a 1% or greater equity interest.	No

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	Assoc. V.P. for Research Administration	Dir. Corporate Contracts	(1)All Corporate sponsored research, service and clinical trial contracts (under \$1M) and all MTAs and NDAs  (2) proposals for contracts and grants with for-profit companies.	Yes, to designated Contract Negotiator in consultation with the Dir. Corporate Contracts
	Sr. Associate Dir. Office of Research and Sponsored Programs (ORSP)	Assist. Director of ORSP	In consultation with the Sr. Assoc. Dir. OSRP, (1) all sponsored research and clinical trial agreements (federal, state, associations and foundations ) will be limited to a value of under \$10 million (2) Grant proposals, grants and contracts with federal, state, foundation and not for profit agencies.	No
<b>Research / Grants (con't)</b>	Sr. Associate Director	Grant Specialist	The contracts subject to this delegation are those relating to in consultation with the Sr. Assoc. Dir. of OSRP, electronic grant proposal submissions and grants and contracts accepted electronically with federal or state agencies.	No
	Dir. Corporate Contracts	Designated Contract Negotiator	Corporate sponsored research and clinical trial contracts (under \$1M) and all MTAs, NDAs and industry proposals	No

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	Sr. V.P. for Research and Economic Development	Appropriate Executive Director or Dean of each of the RBHS units.	Clinical Research Agreements.	Yes
	Chancellor	Grants Specialist (Camden)	In consultation with the Director of Sponsored Research electronic grant proposal submissions as well as grants & contracts accepted electronically with federal and state agencies	Yes, as appropriate, with approval of the Chancellor
	Assoc. V.P., Office of Research Commercialization	Assistant Director Intellectual Property	The prosecution of university patent rights, including without limitation, assignments, terminal disclaimers and powers of attorney.	Yes, as appropriate, with approval of the Assoc. V.P., Office of Research Commercialization
<b>Risk Management</b>	Sr. V.P. for Fin. and Admin.	Dir. of Office of Risk Management	Any and all contracts related to the placement of all university insurance policies and the engagement of broker services to support the university's risk management programs including but not limited to brokerage service agreements, broker fee agreement, amendment endorsements to policies, authorizations to bind insurance coverage, actuarial service agreements, claims administration services agreements, indemnity agreements for student activities.	Yes, as appropriate, with approval of the Sr. V.P. for Finance & Facilities

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<b>Rutgers Biomedical and Health Sciences (“RBHS”)</b>	Chancellor (RBHS)	Vice Chancellor of Academic Affairs for RBHS	<p>(1) Clinical affiliation agreements (as defined or described in the RBHS Clinical Affiliation Agreement Policy), which do not include any remuneration, directly relating to RBHS.</p> <p>(2) Clinical affiliation agreements (as defined or described in the RBHS Clinical Affiliation Agreement Policy), which include any remuneration, directly relating to RBHS, so long as the Vice Chancellor of Finance and Administration for RBHS also executes the agreement.</p> <p>Contracts executed pursuant to this delegation must be in conformance with the RBHS Clinical Affiliation Agreement Policy.</p>	
<b>Rutgers Biomedical and</b>	Chancellor (RBHS)	Chief of Staff (RBHS)	<p>For so long as the position of Vice Chancellor for Academic Affairs of Rutgers Biomedical and Health Sciences, (“RBHS”) is vacant.</p> <p>(1) Clinical affiliation agreements (as defined or described in the RBHS Clinical Affiliation Agreement Policy), which do not</p>	Yes

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Health Sciences (“RBHS”) (con’t)			<p>include any remuneration, directly relating to RBHS.</p> <p>(2) Clinical affiliation agreements (as defined or described in the RBHS Clinical Affiliation Agreement Policy), which include any remuneration, directly relating to RBHS, so long as the Vice Chancellor of Finance and Administration for RBHS also executes the agreement.</p> <p>Contracts executed pursuant to this delegation must be in conformance with the RBHS Clinical Affiliation Agreement Policy.</p>	
Rutgers Biomedical and	Chancellor (RBHS)	Senior Vice Chancellor for Finance and Administration (RBHS)	<p>(1) Non-academic contracts (e.g., MOUs, non-disclosure agreements, software licensing agreements, professional service agreements, etc.) directly relating to RBHS, including but not limited to, inter-local service agreements with other governmental entities.</p> <p>(2) Clinical affiliation agreements (as defined or described in the RBHS Clinical Affiliation Agreement Policy), which include any remuneration, directly relating to RBHS, so long as the Vice Chancellor of Academic</p>	Yes

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Health Sciences (“RBHS”) (con’t)			<p>Affairs for RBHS also executes the agreement. Contracts executed pursuant to this delegation must be in conformance with the RBHS Clinical Affiliation Agreement Policy</p> <p>(3) Letters of Agreement (LOAs), which document the terms, conditions and purposes of educational grants received by CCOE from commercial supporters, e.g., pharmaceutical or device manufacturers.</p> <p>(4) Exhibitor Agreements, which document the sale of exhibit space from CCOE to exhibitors, e.g., pharmaceutical or device manufacturers.</p> <p>(5) Statements of Understanding (SOU), which document the roles and responsibilities of CCOE and any external educational partner (e.g., medical education company, specialty society, hospital) related to the development and conduct of a continuing education activity.</p>	
Rutgers Biomedical and	Senior Vice	Associate Vice Chancellor	(1) Professional Service	

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Health Sciences (“RBHS”) (con’t)	Chancellor for Finance and Administration (RBHS)	for Finance (RBHS)	<p>Agreements (as defined or described in the RBHS Professional Service Agreement Policy), directly relating to RBHS.</p> <p>(2) Clinical Affiliation Agreements (as defined or described in the RBHS Clinical Affiliation Agreement Policy), which include any remuneration, directly relating to RBHS, so long as the Vice Chancellor of Academic Affairs for RBHS also executes the agreement. Contracts executed pursuant to this delegation must be in conformance with the RBHS Clinical Affiliation Agreement Policy</p> <p>(3) Non-academic contracts (e.g., memoranda of understanding, non-disclosure agreements, software licensing agreements), directly relating to RBHS.</p> <p>(4) Initial enrollment and re-enrollment applications, participating provider agreements, and network participation agreements (both commercial government health plans, including Medicare, Medicaid and Blue Cross/Blue</p>	



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			Shield), directly relating to RBHS.	
<b>Rutgers Biomedical and Health Sciences (“RBHS”) (con’t)</b>	Chancellor (RBHS)	Executive Director of the Cancer Institute of New Jersey (“CINJ”)	Clinical affiliation agreements (as defined or described in the RBHS Clinical Affiliation Agreement Policy), directly relating to CINJ. Contracts executed pursuant to this delegation must be in conformance with the RBHS Clinical Affiliation Agreement Policy.	Yes
	Chancellor (RBHS)	Appropriate Executive Director or Dean of each of the RBHS units.	Professional Service Agreements (as defined or described in the RBHS Professional Service Agreement Policy), directly relating to RBHS. Contracts executed pursuant to this delegation must be in conformance with the RBHS Professional Service Agreement Policy.	Yes
	Chancellor (RBHS)	President and CEO for University Behavioral Health Care (UBHC)	<ul style="list-style-type: none"> <li>(1) Business associate agreements, which result in a third-party gaining access to protected health information, directly relating to UBH.</li> <li>(2) Professional Service Agreements (as defined or described in the RBHS Professional Service Agreement Policy), directly relating to UBH.</li> <li>(3) Tuition Agreements, which are agreements to place students ages 4 through 21 into UBH’s Child and Adolescent Therapeutic Day Schools, which</li> </ul>	Yes

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			are public university- operated private out-of-district day-schools for students referred by their sending school district.	
<b>Rutgers Biomedical and Health Sciences (“RBHS”) (con’t)</b>	Chancellor (RBHS)	Appropriate Executive Director or Dean of each of the RBHS units.	Business associate agreements, which result in a third-party gaining access to protected health information, directly relating to RBHS.	Yes
	Chancellor (RBHS)	Director of RBHS Faculty Affairs	Faculty Transaction Forms (FTFs) that have been electronically reviewed and approved by the Chancellor of RBHS. FTFs are agreements that execute changes in faculty terms and conditions of employment.	Yes
	Senior Vice Chancellor for Finance and Administration (RBHS)	Appropriate Executive Director or Dean of each of the RBHS units.	(1) Registrations submitted to the State of New Jersey, Department of Health (such as an Application for New or Amended Acute Care Facility License or an Application for Licensure of a Clinical Laboratory), directly relating to RBHS. (2) Registrations submitted to the New Jersey Department of Environmental Protection (such as a Radiation-Producing Machine Registration Application or registration as a medical waste generator), directly relating to RBHS. (3) Registrations submitted to the New	Yes

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			<p>Jersey Department of Human Services (such as developmental disabilities and mental health licensing), directly relating to RBHS.</p> <p>(4) Registrations submitted to the United States Department of Health and Human Services (such as a Clinical Laboratory Improvement Amendments Application for Certification), directly relating to RBHS.</p> <p>(5) All regulatory submissions relating to the delivery of health care services as required by state and/or federal agencies with jurisdiction over the schools and units of RBHS.</p>	
<b>Rutgers Law School</b>	Chancellor, Rutgers University – Newark	Co-Dean of Rutgers Law School resident at Rutgers University – Newark	Memorandum of Agreement between the New Jersey Department of Children and Families, Division of Child Protection and Permanency ("CP8~P") and Rutgers, The State University of New Jersey's Law school ("Rutgers").	Yes, as appropriate, with approval of the Chancellor, Rutgers University – Newark
<b>Student Affairs</b>	Exec. V.P. for Academic Affairs	V.P. for Student Affairs	Contracts, not exceeding \$200,000 in total value, pertaining to the areas of <u>recreation</u> (e.g., facility rental agreements), <u>housing</u> (e.g., summer conference group agreements), <u>health services</u> (e.g., (i) designating Health Services as a training location for nurse	Yes, as appropriate, with approval of the Exec. V.P. for Academic Affairs

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			<p>practitioner students, physician-assistant students, residents, (ii) contracts with UMDNJ for clinical services (iii) UMDNJ Behavioral Health contracts for screening services, and <u>student life</u> (contracts pertaining to student programming, performers, speakers and rental of student center space).</p> <p>The rental, fit-up, usage and re-programming of the retail space at the Livingston Apartments (95 and 105 Joyce Kilmer Avenue and 55 Rockefeller Road) except that the cap on total value shall not apply to contracts in which the university is receiving money (e.g., as landlord accepting rent payments) and the cap on total value for contracts where the university is spending money shall be \$300,000.</p>	
<b>Student Affairs (con't)</b>	V.P. for Student Affairs	Exec. Dir. Recreation	Contracts, not exceeding \$50,000 in total value, pertaining to the area of recreation (e.g., facility rental agreements)	Yes, as appropriate, with approval of the V.P. for Student Affairs
	V.P. for Student Affairs	Exec. Dir. Housing	Contracts, not exceeding \$50,000 in total value pertaining to the area of housing (e.g. summer conference group agreements)	Yes, as appropriate, with approval of the V.P. for Student Affairs
	V.P. for Student	Exec. Dir. Health Services	Contracts, not exceeding \$50,000 in	Yes, as appropriate,

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	Affairs		total value, pertaining to health services health services (e.g., (i) designating Health Services as a training location for nurse practitioner students, physician-assistant students, residents, (ii) contracts with UMDNJ for clinical services (iii) UMDNJ Behavioral Health contracts for screening services.	with approval of the V.P. for Student Affairs
<b>Student Affairs (con't)</b>	V.P. for Student Affairs	Exec. Dir. for Student Life	Contracts, not exceeding \$50,000 in total value, pertaining to student life (e.g., contracts pertaining to student programming, performers, speakers and rental of student center space).	Yes, as appropriate, with approval of the V.P. for Student Affairs
	Exec. Dir. for Student Life	Director of Programs, New Brunswick Campus	A standard services agreement contract is used for programming contracts. This type of contract is used when speakers, entertainers or educational programs are brought on campus. They are also used for trips for students, for instance to go to a comedy club or retreat. All programming contracts are reviewed by Risk Management & Procurement when necessary.	Yes
	Exec. Dir. for Student Life	Assoc. Dir. of Programs, Dir. of Programs, and Dir. of Involvement; Dean of Fraternity & Sorority Affairs	Contracts, not exceeding \$10,000 in total value, pertaining to student life (contracts concerning student programming, performers, speakers and rental of student center space).	Yes, as appropriate, with approval of the Exec. Dir. for Student Life

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	Exec. Dir. for Student Life	Program & Involvement Staff; Associate Director New Student Orientation; Assistant Director Training & Assessment, Associate Director Community Service Civic Engagement, Program Coordinator-Involvement and Assistant Director of Student Involvement	Contracts, not exceeding \$5,000 in total value, pertaining to student life (e.g., contracts concerning student programming, performers, speakers and rental of student center space).	No
<b>Student Affairs (con't)</b>	Exec. Dir. for Student Life	Graduate Assists.	Contracts, not exceeding \$500 in total value, pertaining to student life (e.g., contracts concerning student programming, performers, speakers and rental of student center space).	No
	Chancellor (Camden)	Assoc. Chancellor for Student Affairs/Dean of Students	Contracts pertaining primarily to student affairs, including but not limited to performance contracts	Yes, as appropriate, with approval of the Chancellor
	Assoc. Chancellor for Student Affairs (Camden)	Dean of Students	Contracts up to \$25,000 pertaining to retention software, surveys, student-based services	Yes as appropriate, with approval of the Assoc. Chancellor
	Assoc. Chancellor for Student Affairs (Camden)	Associate Dean of Student Affairs	Contracts relating to Housing and Residence Life, Campus Center, Campus Involvement, Coordinator of	Yes as appropriate, with approval of the Assoc. Chancellor

Area	Authority	Delegated to	Contracts/Transactions • Point of Delegation	Subdelegation Authorized?
			Fraternity & Sorority Affairs and Leadership Development, Office of New Student Programs	
<b>Student Affairs (con't)</b>	Assoc. Chancellor for Student Affairs (Camden)	Associate Director Campus Center	<ul style="list-style-type: none"> <li>(1) Campus Centers pertaining to contracts, not exceeding \$75,000, regarding campus center operations.</li> <li>(2) Campus Involvement for programming contracts over \$15,000 (DUAL signature with Coordinator of Campus Involvement position).</li> <li>(3) Fraternity &amp; Sorority Affairs and Leadership Development for programming contracts over \$15,000 (Dual signature with the Coordinator of F&amp;S Affairs position).</li> </ul>	Yes as appropriate, with approval of the Assoc. Chancellor
	Assoc. Chancellor for Student Affairs (Camden)	Daytime Operations Coordinator Campus Center	Contracts relating to operations, equipment, supplies up to \$5,000.	Yes as appropriate, with approval of the Assoc. Chancellor
	Assoc. Chancellor for Student Affairs (Camden)	Night Operations Coordinator Campus	Contracts relating to operations, equipment, supplies up to \$5,000.	Yes as appropriate, with approval of the Assoc. Chancellor

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	Assoc. Chancellor for Student Affairs (Camden)	Coordinator of Campus Involvement Campus Center	Contracts subject to delegation relating to programming up to \$15,000 (DUAL signature of Associate Director or Associate Dean for contracts over \$15,000).	Yes as appropriate, with approval of the Assoc. Chancellor
<b>Student Affairs (con't)</b>	Assoc. Chancellor for Student Affairs (Camden)	Coordinator of Fraternity & Sorority Affairs and Leadership Development, Campus Center	Contracts subject to delegation relating to programming up to \$15,000 (DUAL signature of Associate Director or Associate Dean for contracts over \$15,000).	Yes as appropriate, with approval of the Assoc. Chancellor
	Assoc. Chancellor for Student Affairs (Camden)	Assistant Director Office of New Student Programs, Campus Center	Contracts subject to delegation relating to programming for the Office of New Student Programs.	Yes as appropriate, with approval of the Assoc. Chancellor
	Assoc. Chancellor for Student Affairs (Camden)	Director Housing and Residence Life	Contracts subject to delegation relating to programming, not exceeding \$75,000 in total value, pertaining to housing operations, programming, summer conferences.	Yes as appropriate, with approval of the Assoc. Chancellor
	Assoc. Chancellor for Student Affairs (Camden)	Assistant Director Housing	Contracts subject to delegation relating to operations up to \$10,000; DUAL approval of Director or Associate Dean for over \$10,000.	Yes as appropriate, with approval of the Assoc. Chancellor
	Assoc. Chancellor for Student Affairs	Administrative Assistant in Housing	Contracts subject to delegation relating to operations, programming and staff	Yes as appropriate, with approval of the



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	(Camden)		contracts up to \$5,000.	Assoc. Chancellor
	Assoc. Chancellor for Student Affairs (Camden)	Area Coordinator in Housing	Contracts subject to delegation relating to operations, programming and staff contracts up to \$5,000	Yes as appropriate, with approval of the Assoc. Chancellor
<b>Student Affairs (con't)</b>	Assoc. Chancellor for Student Affairs (Camden)	Health Center Director	Contracts subject to delegation relating to operations, programming and student health operations.	Yes as appropriate, with approval of the Assoc. Chancellor
	Assoc. Chancellor for Student Affairs (Camden)	Staff Physician, Health Center	Contracts subject to delegation relating to operations, programming and student health operations in the absence of the Director.	Yes as appropriate, with approval of the Assoc. Chancellor
	Assoc. Chancellor for Student Affairs (Camden)	Assistant Dean, Office of International Students	Contracts subject to delegation relating to operations, programming, services for international student office operations up to \$5,000.	Yes as appropriate, with approval of the Assoc. Chancellor
	Assoc. Chancellor for Student Affairs (Camden)	Assistant Director Athletic Department, Campus Center	Contracts subject to delegation relating to programming for the operation of Athletics and Recreation programs up to \$5,000.	Yes as appropriate, with approval of the Assoc. Chancellor
	Assoc. Chancellor for Student Affairs (Camden)	Director Athletic Department, Campus Center	Contracts subject to delegation relating to programming for the operation of Athletics and Recreation programs up to \$10,000.	Yes as appropriate, with approval of the Assoc. Chancellor

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	Chancellor (Newark)	Vice Chancellor for Student and Community Affairs	Contracts arising out of Newark campus pertaining primarily to student affairs, including but not limited to performance contracts	Yes, as appropriate, with approval of the Chancellor
	V.P. for Student Affairs	Executive Director of Business Administration	<p>(1) Contracts, not exceeding \$200,000 in total value pertaining to the area of housing (e.g. summer conference group agreements).</p> <p>(2) The rental, fit-up, usage and re-programming of the retail space at the Livingston Apartments (95 and 105 Joyce Kilmer Avenue and 55 Rockefeller Road) except that the cap on total value shall not apply to contracts in which the university is receiving money (e.g., as landlord accepting rent payments) and the cap on total value for contracts where the university is spending money shall be \$300,000.</p>	Yes
<b>University Press</b>	Exec. V.P. for Academic Affairs	Dir. of Univ. Press	Contracts with authors, contributors, distributors, sales representatives, foreign publishers, proprietors of intellectual property such as museums and historical societies, Rivergate Services clients and vendors that are not covered by the Purchasing Policy.	Yes (to the Assoc. Director and Assist. Director) in consultation with the Dir.

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University Relations	President	V.P. Univ. Relations	Contracts subject to this delegation are those relating to (describe nature of contracts): All contracts that arise out of and pertain primarily to the area of University Relations, including <u>campus information services</u> (e.g., programming contracts, contracts for advertising on RUtv); <u>community affairs</u> (e.g., on-campus filming contracts, Rutgers Day vendor agreements); <u>creative services</u> (e.g., trademark and licensing contracts); <u>media relations</u> (e.g., Rutgers Today freelance agreements with writers and photographers); <u>strategic communications</u> (e.g., Rutgers Day sponsorship contracts, Rutgers Day media partnerships).	Yes, as appropriate, with approval of the President