

Contract Signatory Authority – Matrix of Delegations
 (See Rutgers Policy 50.13.3)
 Last Revised: September 4, 2019

Area	Authority	Delegated to	Contracts/Transactions • Point of Delegation	Subdelegation Authorized?
Academics	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
	Chancellor (New Brunswick)	Provost and Executive Vice Chancellor for Academic Affairs (New Brunswick)	Execute certain contracts relating to academic affairs and academic matters as well as other administrative matters.	Yes, with approval of the Chancellor
Administration/Operational	Chancellor (Newark)	Provost (Newark)	Any agreement or memorandum of understanding with a U.S. or international organization or educational institution relating to (i) study abroad programs for students, (ii) exchanges for faculty and students, (iii) faculty and graduate student research collaborations, (iv) collaborative degree programs and student transfer and articulation agreements or (v) any similar academic collaboration.	Yes, with approval of the Chancellor
	Chancellor (Newark)	Rutgers University-Newark Executive Vice Chancellor ("EVC") and the Director of Express Newark ("Director") or, if there are Co-Directors, to each Co-	All contracts, agreements, letters of intent, memoranda of understating, memoranda of agreement, license agreements, fine art or equipment loan agreements (to or from Express Newark), community partnership	Yes, with approval of the Chancellor

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		Director of Express Newark ("Co-Directors")	agreements, and any other contract relating to the operation of the Express Newark program at Rutgers University-Newark (collectively, the "EN Contracts"). This is a joint delegation and all EN Contracts should be signed by both the EVC and the Director, or, by the EVC and at least one Co-Director if there are Co-Directors.	
	Chancellor (New Brunswick)	Provost (New Brunswick)	Any agreement or memorandum of understanding with a U.S. or international organization or educational institution relating to (i) study abroad programs for students, (ii) exchanges for faculty and students, (iii) faculty and graduate student research collaborations, (iv) collaborative degree programs and student transfer and articulation agreements or (v) any similar academic collaboration.	Yes, with approval of the Chancellor
	Executive Vice President for Finance and Administration & University Treasurer ¹		Non-academic contracts (MOUs) with other entities for shared services, including inter-local service agreements with other governmental entities	N/A

¹ Title was formerly Senior Vice President for Finance and Administration
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	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
	Executive Vice President for Finance and Administration & University Treasurer	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
Agricultural Experiment Station/School of Environmental and Biological Science	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

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	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
Athletics	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
Athletics (con't)	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	Yes, as appropriate, with approval of the Director of Intercollegiate Athletics (NB)

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			agreements, equipment and supply agreements.	
	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 and supply agreements.	Yes, as appropriate, with approval of the Chancellor
Athletics (con't)	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,	Yes, as appropriate, with approval of the Chancellor

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			camp and event management agreements, sports medicine and sports performance agreements, equipment and supply agreements.	
Douglass Developmental Disability Center	Exec. V.P. for Academic Affairs	Director of DDDC ²	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
	Dir. of the DDDC ³	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	No

² Title was formerly Executive Director of Douglass Developmental Disability Center

³ Title was formerly Executive Director of Douglass Developmental Disability Center
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			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.	
	Dir. of the DDDC	Assistant Dir. of Douglass Outreach	The contracts subject to this delegation are those relating to services provided through Douglass Outreach at the Douglass Developmental Disabilities Center. Specifically, Contracts for consultation, home-based Applied Behavior Analysis Treatment, Assessment (Psychological, behavioral, speech, etc.), parent training, and workshops, using the standard DDDC contract template.	No
	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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Facilities	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

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Facilities (con't)	Senior Vice President, Institutional Planning and Operations	VP for Business Services	<p>The contracts subject to this delegation are those relating to:</p> <ul style="list-style-type: none"> • Contracts and commitments associated with the planning, design construction, maintenance functions of university physical assets (land, improvements, equipment etc.) on all Rutgers University campuses and outlying areas. • Contracts related to Information Technology as it relates to Institutional Planning and Operations. • Housing operations including conference services • Support Services including mail, moving, fleet, surplus, warehousing, uniforms. etc. <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>	Yes, as appropriate, with approval of the Senior Vice President, Institutional Planning and Operations
Facilities (con't)	Senior Vice President, Institutional Planning and Operations	Associate Vice President, Planning, Development and Design	<p>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</p>	Yes, as appropriate, with approval of the Senior Vice President, Institutional Planning and Operations

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			condition of any Board of Governor resolution pertaining to authorizations.	
	Executive Vice President for Finance and Administration & University Treasurer		Contracts pertaining to the lease of university property or property for university use.	N/A
	Executive Vice President for Finance and Administration & University Treasurer	V.P. Fin. And Assoc. Treasurer	Contracts pertaining to the lease of university property or property for university use.	N/A
Finance	Executive Vice President for Finance and Administration & University Treasurer	V.P. Fin. And Assoc. Treasurer	Contracts that are primarily financial in nature, including but not limited to bank accounts, investments contracts, procurement documents, and equipment leases.	No

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	Executive Vice President for Finance and Administration & University Treasurer	Director of Treasury Operations	Contracts that are primarily financial in nature, including but not limited to bank accounts, investments contracts, procurement documents, and equipment leases.	No
	Executive Vice President for Finance and Administration & University Treasurer	Tax Director	The filings subject to this delegation are federal, state and local filings, including but not limited to tax returns and other required informational returns except that the Federal Form 990-T or the State equivalent shall be signed by an office of the University Corporation.	Yes, as appropriate with approval of the Executive Vice President for Finance and Administration & University Treasurer
	Executive Vice President for Finance and Administration & University Treasurer	Chief Investment Officer	Contracts relating to the Endowment pursuant to management responsibilities set forth in the Investment Policy (40.2.14)	Yes, as appropriate with approval of the Executive Vice President for Finance and Administration & University Treasurer
	Executive Vice President for Finance and Administration & University Treasurer	Associate Vice President, Procurement and Chief Procurement Officer	All Procurement Services Contracts.	Yes, as appropriate with approval of the Executive Vice President for Finance and Administration & University Treasurer

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	Executive Vice President for Finance and Administration & University Treasurer	Executive Director of Treasury Services and Assistant Treasurer	All contracts that are primarily financial in nature, including but not limited to bank accounts, investment contracts, procurement documents, and equipment.	Yes, as appropriate with approval of the Executive Vice President for Finance and Administration & University Treasurer
	Executive Vice President for Finance and Administration & University Treasurer	Vice President, Finance and Budget, and Associate Treasure	All contracts that are primarily financial in nature, including but not limited to bank accounts, investment contracts, procurement documents, and equipment.	Yes, as appropriate with approval of the Executive Vice President for Finance and Administration & University Treasurer
	Executive Vice President for Finance and Administration & University Treasurer	Vice President, Finance and Budget, and Associate Treasure	All contracts pertaining to the lease of university property or property for university use.	Yes, as appropriate with approval of the Executive Vice President for Finance and Administration & University Treasurer
	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

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Foundation/Alumni Relations	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
Graduate School of Applied and Professional Psychology (GSAPP)	Sr. VP for Academic Affairs	Dean of GSAPP, CFO of GSAPP, and Director of Center for Applied Psychology	Contracts pertaining to services provided by the Center for Applied Psychology to outside individuals and entities including but not limited to contracts for consultation and training services in applied and professional psychology and sex education.	Yes, with approval of Sr. VP for Academic Affairs
	Associate Dean, Applied and Academic Autism Services	Executive Director, Rutgers Center for Adult Autism Services (RCAAS), GSAPP	Contracts for Autism Services through the RCAAS day supports program and contracts for the College Support Program services.	Yes, with approval of Associate Dean, Applied and Academic Autism Services
	Sr. VP for Academic Affairs	Associate Dean of Applied and Academic Autism Services, Graduate School of Applied and Professional Psychology	All contracts relating to services provided through GSAPP's Academic and Applied Autism Services, (including Rutgers Center for Adult Autism Services-RCAAS and Douglass Developmental Disabilities Center-DDDC). Specifically, Contracts for consultation, Applied Behavior Analysis Treatment, Assessment (Psychological, behavioral, speech, etc.), parent	Yes, with approval of Sr. VP for Academic Affairs

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			training, and workshops, using the standard contract template developed and approved for DDDC by Office of General Counsel.	
Graduate School of Education (GSE)	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
	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
International	President, Exec. V.P. for Academic Affairs		Contracts with international entities	N/A
Labor	Exec. V.P. for Academic Affairs		Labor agreements with academic units	N/A

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	Executive Vice President for Finance and Administration & University Treasurer	V.P. for Faculty and Staff Resources	Staff union contracts, and agreements resolving grievances and arbitrations arising under staff union contracts	Yes
	Executive Vice President for Finance and Administration & University Treasurer	V.P. for Faculty and Staff Resources	Labor contracts with non-academic units.	No
	Executive Vice President for Finance and Administration & University Treasurer	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 services to such counties.	Yes
	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

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				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
Legal	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 agreements and settlement agreements.	Yes, as appropriate, with approval of President
	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

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Legal (con't)	Executive Vice President for Finance and Administration & University Treasurer	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 Treasury. This delegation is intended to facilitate real property transaction closings which the OGC handles in-house.</p>	Yes
Legal (con't)	Exec. V.P. for Academic Affairs		Settlement agreements of legal matters arising from academic departments or involving academic matters	N/A

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	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
	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

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	Chancellor (Camden)	Vice Chancellor for Admin. and Finance	Settlement agreements of legal matters arising from staff/administration disputes on the Camden Campus	No
Library	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
Procurement Services	Executive Vice President for Finance and Administration & University Treasurer	Associate Vice President, Procurement & Chief Procurement Officer	With the exception of leases and contracts associated with treasury operations (see below), the contracts subject to this delegation are those memorializing agreements to procure goods and services (as per Rutgers Policy 20.1.11), which are valued less than \$1 million. For the avoidance of doubt, procurement contracts with a value less than \$1 million shall be signed by the Associate Vice President, Procurement & Chief Procurement Officer.	Yes, with approval of the Executive Vice President for Finance and Administration & University Treasurer
	Executive Vice President for	Vice President for Finance and Associate Treasurer	The contracts subject to this delegation are those relating to leases and all	Yes, with approval of the Executive Vice

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	Finance and Administration & University Treasurer		contracts associated with treasury operations (as per the delegation of procurement authority specified in Rutgers Policy 20.1.11). For the avoidance of doubt, leases and all contracts associated with treasury operations shall be signed by the Vice President for Finance and Associate Treasurer.	President for Finance and Administration & University Treasurer
Public Affairs	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
Public Safety	Executive Vice President for Finance and Administration & University Treasurer	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.
	Executive Vice President for Finance and Administration &	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	Yes, as appropriate, with approval of the Sr. V.P. for Fin. & Admin.

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	University Treasurer		emergency management.	
	V.P. for Public Safety	Executive Director of Business & Administrative Services	Contracts that pertain 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
Public Safety (con't)	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

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	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 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.	Yes, as appropriate, with approval of the Senior Vice President, Institutional Planning and Operations
Research / Grants	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

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	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 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.	Yes, as appropriate, to the Sr. Associate Dir. Office of Research and Sponsored Programs (ORSP) for non-profit and Dir. Corporate Contracts for-profit
Research / Grants (con't)	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

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	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
	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
Research / Grants (con't)	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

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	Dir. Corporate Contracts	Designated Contract Negotiator	Corporate sponsored research and clinical trial contracts (under \$1M) and all MTAs, NDAs and industry proposals	No
	Sr. V.P. for Research and Economic Development	Appropriate Executive Director or Dean of each of the RBHS units.	Clinical Research Agreements.	Yes
	Chancellor	Director of Sponsored Research	Sponsored Research Agreements with federal, state, foundations, associations, not for profit agencies and selected agreements with for-profits on the Camden campus.	Yes, as appropriate, with approval of the Chancellor
	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
Risk Management	Executive Vice President for Finance and	Dir. of Office of Risk Management	Any and all contracts related to the placement of all university insurance policies and the engagement	Yes, as appropriate, with approval of the Sr. V.P. for Finance &

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	Administration & University Treasurer		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.	Facilities
Rutgers Biomedical and Health Sciences ("RBHS")	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>	

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Rutgers Biomedical and Health Sciences (“RBHS”) (con’t)	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 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>	Yes
	Chancellor (RBHS)	Senior Vice Chancellor for Finance and Administration (RBHS)	(1) Non-academic contracts (e.g., MOUs, non-disclosure agreements, software licensing agreements, professional service agreements, etc.) directly relating to RBHS, including but	Yes

Area	Authority	Delegated to	Contracts/Transactions • Point of Delegation	Subdelegation Authorized?
<p>Rutgers Biomedical and Health Sciences (“RBHS”) (con’t)</p>			<p>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 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 (SOUs), which document the</p>	

Area	Authority	Delegated to	Contracts/Transactions • Point of Delegation	Subdelegation Authorized?
			<p>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>	
<p>Rutgers Biomedical and Health Sciences (“RBHS”) (con’t)</p>	<p>Senior Vice Chancellor for Finance and Administration (RBHS)</p>	<p>Associate Vice Chancellor for Finance (RBHS)</p>	<p>(1) Professional Service 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,</p>	

Area	Authority	Delegated to	Contracts/Transactions • Point of Delegation	Subdelegation Authorized?
			<p>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 Shield), directly relating to RBHS.</p>	
Rutgers Biomedical and Health Sciences (“RBHS”) (con’t)	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)	(1) Business associate agreements, which result in a third-party gaining access to protected health information, directly	Yes

Area	Authority	Delegated to	Contracts/Transactions • Point of Delegation	Subdelegation Authorized?
			<ul style="list-style-type: none"> relating to UBH. (2) Professional Service Agreements (as defined or described in the RBHS Professional Service Agreement Policy), directly relating to UBH. (3) Tuition Agreements, which are agreements to place students ages 4 through 21 into UBH's Child and Adolescent Therapeutic Day Schools, which are public university- operated private out-of-district day-schools for students referred by their sending school district. 	
Rutgers Biomedical and Health Sciences ("RBHS") (con't)	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	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	Yes

Area	Authority	Delegated to	Contracts/Transactions • Point of Delegation	Subdelegation Authorized?
	(RBHS)		<p>Licensure of a Clinical Laboratory), directly relating to RBHS.</p> <p>(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.</p> <p>(3) Registrations submitted to the New 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>	
Rutgers Law School	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	Yes, as appropriate, with approval of the Chancellor, Rutgers University – Newark

Area	Authority	Delegated to	Contracts/Transactions • Point of Delegation	Subdelegation Authorized?
			University of New Jersey's Law school ("Rutgers").	
Student Affairs	Exec. V.P. for Academic Affairs	V.P. for Student Affairs	<p>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 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>	Yes, as appropriate, with approval of the Exec. V.P. for Academic Affairs
Student Affairs (con't)	V.P. for Student Affairs	Exec. Dir. Recreation	Contracts, not exceeding \$50,000 in total value, pertaining to the area of	Yes, as appropriate, with approval of the

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			recreation (e.g., facility rental agreements)	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 Affairs	Exec. Dir. Health Services	Contracts, not exceeding \$50,000 in 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.	Yes, as appropriate, with approval of the V.P. for Student Affairs
Student Affairs (con't)	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	Yes

Area	Authority	Delegated to	Contracts/Transactions • Point of Delegation	Subdelegation Authorized?
			comedy club or retreat. All programming contracts are reviewed by Risk Management & Procurement when necessary.	
	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
	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
Student Affairs (con't)	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	Contracts pertaining primarily to student affairs, including but not limited to	Yes, as appropriate, with approval of the

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		Students	performance contracts	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 Fraternity & Sorority Affairs and Leadership Development, Office of New Student Programs	Yes as appropriate, with approval of the Assoc. Chancellor
Student Affairs (con't)	Assoc. Chancellor for Student Affairs (Camden)	Associate Director Campus Center	<ul style="list-style-type: none"> (1) Campus Centers pertaining to contracts, not exceeding \$75,000, regarding campus center operations. (2) Campus Involvement for programming contracts over \$15,000 (DUAL signature with Coordinator of Campus Involvement position). (3) Fraternity & Sorority Affairs and Leadership Development for programming contracts over \$15,000 (Dual signature with the Coordinator of F&S Affairs position). 	Yes as appropriate, with approval of the Assoc. Chancellor

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	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 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)	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
Student Affairs (con't)	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	Yes as appropriate, with approval of the Assoc. Chancellor

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			operations, programming, summer conferences.	
	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 (Camden)	Administrative Assistant 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
	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
Student Affairs (con't)	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

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	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
	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</p>	Yes

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			university is spending money shall be \$300,000.	
University Press	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.
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