

**Addendum A**  
**Chancellor/President**  
**UHS DELEGATION OF AUTHORITY TABLE**

Delegated Authority Category	Policy Regulation(s)	Designee	Additional Information
<b>ADMINISTRATIVE:</b> Sign to commission University peace officers	Letter on file in the UHS Administration & Finance Office	Sr. VC/VP, Admin & Finance <sup>1</sup>	
<b>ADMINISTRATIVE:</b> Accept service of complaints and other legal processes on behalf of the UH/UHS and the Chancellor/President.	Letter on file in the Chancellor/President's Office via e-mail	VC/VP, Legal Affairs/General Counsel <sup>2</sup>	
<b>ADMINISTRATIVE:</b> Certify that projects submitted by the UH System for approval by the Texas Higher Education Coordination Board (THECB) Commissioner meet the criteria and requirements for such submittals.	THECB Rule 17.30	Sr. VC/VP, Admin & Finance	
<b>BUSINESS TRAVEL:</b> <u>For component universities:</u> Approval of travel vouchers and may provide for a more detailed description of authorized travel reimbursements, restrictions on travel reimburse and specific procedures for processing routine travel reimbursement, as well as an exception or infrequent travel activities.	SAM 03.A.03	University Presidents <sup>3</sup>	University Presidents may further delegate authority in writing to other administrative officers as is appropriate.

<p><b>BUSINESS TRAVEL:</b> Approve family member(s) travel of administrators reporting directly to the Chancellor/President.</p>	<p>SAM 03.A.03  SAM 03.A.21</p>	<p>Sr. VC/VP, Admin &amp; Finance</p>	<p>Sr. VC/VP, AA/Provost, will approve family member(s) travel for the Sr. VC/VP, Admin &amp; Finance</p>
<p><b>BUSINESS TRAVEL:</b> Approve travel, purchases, reimbursements, absence for administrators reporting directly to the Chancellor/President.</p>	<p>SAM 03.A.03</p>	<p>Sr. VC/VP, Admin &amp; Finance</p>	<p>Sr. VC/VP, Admin &amp; Finance will be approved by the Sr. VC/VP, AA/Provost. Such written delegations must be on file with the Office of Contract Administration.</p>
<p><b>CONTRACTS:</b> Negotiate, execute, and administer all contracts and procurement of equipment, goods, and services, or extension, modification or renewal of existing contracts, <b>less than \$300,000</b> that do not require approval by the UHS Board of Regents, for the UH System (as applicable), along with related documents and instruments.</p>	<p>BOR Policy 55.01.3A;  SAM 03.A.05</p>	<p>VC/VP's<sup>4</sup> Chief Audit Executive</p>	<p>Each VC/VP may further delegate authority in writing to other administrative officers as is appropriate. Such written delegations must be on file with the Office of Contract Administration.</p>
<p><b>CONTRACTS:</b> Negotiate, execute, and administer all contracts and procurement of equipment, goods, and services, or extension, modification or renewal of existing contracts, <b>between \$300,000 - \$500,000</b> that do not require approval by the UHS Board of Regents (as applicable), along with related documents and instruments.</p>	<p>BOR Policy 55.01.3A;  SAM 03.A.05</p>	<p>Sr. VC/VP, Admin &amp; Finance</p>	<p>Sr. VC/VP, Admin &amp; Finance may further delegate authority in writing to other administrative officers as is appropriate. Such written delegations must be on file with the Office of Contract Administration.</p>

<p><b>CONTRACTS:</b> Negotiate, execute, and administer all contracts and procurement of equipment, goods, and services, or extension, modification, or renewal of existing contracts, <b>greater than \$500,000</b> that do not require approval by the UHS Board of Regents (as applicable), along with related documents and instruments.</p>	<p>BOR Policy 55.01.3A;  SAM 03.A.05</p>	<p>Chancellor/President</p>	<p>Chancellor/President may further delegate authority in writing to other administrative officers as is appropriate.  Such written delegations must be on file with the Office of Contract Administration.</p>
<p><b>CONTRACTS:</b> <u>For Academic Departments:</u> Negotiate, execute, and administer all contracts and procurement of equipment, goods, and services, or extension, modification or renewal of existing contracts, <b>less than \$300,000</b> that do not require approval by the UHS Board of Regents, for the UH System (as applicable), along with related documents and instruments.</p>	<p>BOR Policy 55.01.3A;  SAM 03.A.05</p>	<p>Sr. VC/VP, AA/Provost</p>	<p>Sr. VC/VP, AA/Provost may further delegate authority in writing to other administrative officers as is appropriate.  Such written delegations must be on file with the Office of Contract Administration.</p>
<p><b>CONTRACTS:</b> <u>For Academic Departments:</u> Approves related interagency, interlocal, study abroad, affiliation, memorandum of understanding, internship, externship, or other agreements related to the placement or exchange of students, faculty, curricula, staff, scholars, or facilities, which are generated to provide educational opportunities or may support interaction involving teaching, research, or exchange that do not require approval by UHS Board of Regents.</p>	<p>SAM 03.A.05</p>	<p>Sr. VC/VP, AA/Provost  University Presidents</p>	<p>Sr. VC/VP, AA/Provost, and University Presidents may further delegate authority in writing to other administrative officers as is appropriate.  Such written delegations must be on file with the Office of Contract Administration.</p>
<p><b>CONTRACTS:</b> <u>For College of Medicine:</u> Negotiate, execute, and administer all contracts and procurement of equipment, goods, and services, or extension, modification, or renewal of contracts <b>less than \$100,000</b> that do not require approval by the UHS Board of Regents (as applicable), along with related documents and instruments.</p>	<p>BOR Policy 55.01.3A;  SAM 03.A.05</p>	<p>VP for Medical Affairs and Dean, College of Medicine</p>	<p>VP for Medical Affairs &amp; Dean, College of Medicine may further delegate authority in writing to other administrative officers as is appropriate and less than \$25,000.  Such written delegations must be on file with the Office of Contract Administration.</p>

<p><b>CONTRACTS:</b>  <u>For College of Medicine:</u>  Negotiate, execute, and administer all contracts and procurement of equipment, goods, and services, or extension, modification, or renewal of existing contracts <b>\$100,000 and above (not exceeding \$500,000)</b> that do not require approval by the UHS Board of Regents (as applicable), along with related documents and instruments.</p>	<p>BOR Policy 55.01.3A;   SAM 03.A.05</p>	<p>VP for Medical Affairs, and Dean, College of Medicine and Sr. VC/VP, Admin &amp; Finance</p>	<p>Sr. VC/VP, Admin &amp; Finance may further delegate authority in writing to other administrative officers as is appropriate.   Such written delegations must be on file with the Office of Contract Administration.</p>
<p><b>CONTRACTS:</b>  <u>For Component Universities:</u>  Negotiate, execute, and administer all contracts and procurement of equipment, goods, and services, or extension, modification, or renewal of existing contracts, <b>less than \$300,000</b> that do not require approval by the UHS Board of Regents (as applicable), along with related documents and instruments.</p>	<p>BOR Policy 55.01.3A;   SAM 03.A.05</p>	<p>University Presidents</p>	<p>Each University President may further delegate authority in writing to other administrative officers as is appropriate.   Such written delegations must be on file with the appropriate Office of Contract Administration.</p>
<p><b>CONTRACTS:</b>  <u>For Department of Athletics:</u>  Negotiate, execute, and administer all contracts and procurement of equipment, goods, and services, or extension, modification, or renewal of contracts <b>less than \$100,000</b> that do not require approval by the UHS Board of Regents (as applicable), along with related documents and instruments.</p>	<p>BOR Policy 55.01.3A;   SAM 03.A.05</p>	<p>VP Intercollegiate Athletics</p>	<p>VP Intercollegiate Athletics may further delegate authority in writing to other administrative officers as is appropriate and less than \$25,000.   Such written delegations must be on file with the Office of Contract Administration.</p>
<p><b>CONTRACTS:</b>  <u>For Department of Athletics:</u>  Negotiate, execute, and administer all contracts and procurement of equipment, goods, and services, or extension, modification, or renewal of existing contracts (<i>excluding coaches employment contracts</i>), <b>\$100,000 and above (not exceeding \$500,000)</b> that do not require approval by the UHS Board of Regents (as applicable), along with related documents and instruments.</p>	<p>BOR Policy 55.01.3A;   SAM 03.A.05</p>	<p>VP Intercollegiate Athletics and Sr. VC/VP, Admin &amp; Finance</p>	<p>Sr. VC/VP, Admin &amp; Finance may further delegate authority in writing to other administrative officers as is appropriate.   Such written delegations must be on file with the Office of Contract Administration.</p>

<p><b>CONTRACTS:</b>  <u>For Department of Athletics:</u>          Approve coaches' employment contracts ONLY up to \$150,000.</p> <hr/> <p>\$150,000 and above coaches employment contracts.</p>	<p>BOR 55.01;          SAM 03.A.05</p>	<p>VP Intercollegiate Athletics and VC/VP, Legal Affairs/General Counsel</p> <p>VC/VP, Legal Affairs/General Counsel</p>	
<p><b>CONTRACTS:</b>  <u>For Division of Energy and Innovation:</u>          Negotiate, execute, and administer all contracts and procurement of equipment, goods, and services, or extension, modification, or renewal of contracts <b>less than \$100,000</b> that do not require approval by the UHS Board of Regents (as applicable), along with related documents and instruments.</p>	<p>BOR Policy 55.01.3A;          SAM 03.A.05</p>	<p>VP, Energy and Innovation</p>	<p>VP, Energy and Innovation may further delegate authority in writing to other administrative officers as is appropriate and less than \$25,000. Such written delegations must be on file with the Office of Contract Administration.</p>
<p><b>CONTRACTS:</b>  <u>For Division of Energy and Innovation:</u>          Negotiate, execute, and administer all contracts and procurement of equipment, goods, and services, or extension, modification, or renewal of existing contracts <b>\$100,000 and above (not exceeding \$500,000)</b> that do not require approval by the UHS Board of Regents (as applicable), along with related documents and instruments.</p>	<p>BOR Policy 55.01.3A;          SAM 03.A.05</p>	<p>VP, Energy and Innovation and Sr. VC/VP, Admin &amp; Finance</p>	<p>Sr. VC/VP, Admin &amp; Finance may further delegate authority in writing to other administrative officers as is appropriate. Such written delegations must be on file with the Office of Contract Administration.</p>
<p><b>CONTRACTS:</b>  <u>International Partnerships:</u>          Approves international partnership agreements involving formal academic cooperation between the component universities and educational institutions in other countries. The partnership supports interaction involving teaching, research, or exchange of students, faculty, scholars, and staff, may include a wide variety of areas, and may involve more than one component university or institutions.</p>	<p>SAM 06.A.11</p>	<p><b>MUST BE APPROVED BY:</b>          Sr. VC/VP, AA/Provost, and Exec Dir, Institute for Global Engagement</p>	<p>Delegation granted by the Chancellor/President to University President to approve the international partnership's creation, existence, and purpose. No further delegation of authority <b>ALLOWED.</b></p>

<p><b>CONTRACTS:</b>  <u>For Wortham House ONLY:</u>  Approve contracts for repairs to Wortham House <b>between \$300,000 - \$750,000.</b></p> <hr/> <p>Contracts <b>between \$500,000.01 - \$750,000</b> for Wortham House repairs.</p>	<p>BOR 55.01;  SAM 03.A.05</p>	<p>Sr. VC/VP, Admin &amp; Finance</p> <p>Sr. VC/VP, Admin &amp; Finance and VC/VP, Legal Affairs/General Counsel</p>	
<p><b>CONTINUING EDUCATION COURSES:</b>  Set fees for each continuing education course at your institution in an amount sufficient to permit your institution to recover the costs of providing the fee.</p>	<p>BOR Policy 56.02</p>	<p>Sr. VC/VP, Admin &amp; Finance and University Presidents</p>	<p>Sr, VC/VP, Admin &amp; Finance, and University Presidents.</p>
<p><b>EXECUTIVE MANAGEMENT EMPLOYEES:</b>  Approve all faculty, professional, and administrative personnel actions and appointments for your university, except those classified as executive management employees.</p>	<p>BOR Bylaw 2.6;  BOR Policy 57.10</p>	<p>Sr. VC/VP, Admin &amp; Finance  Sr. VC/VP, AA/Provost  University Presidents</p>	<p>Sr. VC/VP, Admin &amp; Finance, and University Presidents may further delegate authority in writing to other administrative officers as is appropriate.</p>
<p><b>FISCAL AFFAIRS:</b>  Approve UH Foundation requests for disbursements from the Farish Fund.</p>	<p>SAM 03.A.10</p>	<p>Sr. VC/VP, Admin &amp; Finance</p>	<p>Sr. VC/VP, Admin &amp; Finance may further delegate authority in writing to other administrative officers as is appropriate.</p>
<p><b>FISCAL AFFAIRS:</b>  Approve and pay all institutionally controlled funds presented to the Comptroller of Public Accounts.</p>	<p>Title 34, Part 1, Texas Administrative Code</p>	<p>Current designees' names on file in Chancellor/President's Office</p>	
<p><b>FOREIGN TRAVEL:</b>  Give prior written approval for international and domestic travel and the payment/reimbursement of associated travel expenses for faculty and staff.</p>	<p>BOR Policy 55.03;  SAM 03.A.03</p>	<p>Sr. VC/VP, Admin &amp; Finance  Sr. VC/VP, AA/Provost  University Presidents</p>	<p>Sr. VC/VP, Admin &amp; Finance, Sr. VC/VP, AA/Provost and University Presidents may further delegate authority in writing to other administrative officers as is appropriate.</p>

<p><b>FOREIGN TRAVEL:</b> Approve international travel by UH employees/prospective employees if travel is paid from state-appropriated funds. Approve international travel by UH employees/prospective employees if travel is paid from local (i.e., NOT state-appropriated) funds.</p>	SAM 03.A.03	Sr. VC/VP, Admin & Finance Sr. VC/VP, AA/Provost University Presidents	Sr. VC/VP, Admin & Finance may further delegate authority in writing to other administrative officers as is appropriate.
<p><b>HUMAN RESOURCES:</b> Administer a program within the UH System to allow employees to voluntarily transfer sick leave time they've earned to a sick leave pool to benefit-eligible employees suffering from catastrophic illnesses or injuries.</p>	BOR Policy 57.09;  SAM 02.D.02	Sr. VC/VP, Admin & Finance	
<p><b>HUMAN RESOURCES:</b> Review and approve recommendations for reductions-in-force.</p>	SAM 02.A.06	VC/VP's University Presidents	
<p><b>HUMAN RESOURCES:</b> Approves Time Reporting &amp; Absence Management (TRAM).</p>	SAM.02.F.03	Sr. VC/VP, Admin & Finance Chief of Staff	Sr. VC/VP, Admin & Finance may further delegate authority in writing to other administrative officers as is appropriate.
<p><b>HUMAN RESOURCES:</b> Approve requests for extended sick leave.</p>	SAM 02.D.01	Sr.VC/VP, Admin & Finance Sr. VC/VP, AA/Provost University Presidents	Sr. VC/VP, Admin & Finance, Sr. VC/VP, AA/Provost, and University Presidents may further delegate authority in writing to other administrative officers as is appropriate.
<p><b>HUMAN RESOURCES:</b> Make determinations regarding emergency leaves, and grant emergency leaves with or without pay.</p>	Section 661.902, Texas Government Code	Sr.VC/VP, Admin & Finance Sr. VC/VP, AA/Provost VC/VP's	

	SAM 02.D.04	University Presidents Chief Audit Executive VP Intercollegiate Athletics	
<b>PHYSICAL PROPERTY:</b> Administer a program within the UH System for the safekeeping and appropriate disposition of unclaimed or abandoned personal property found on university grounds.	BOR Policy 52.01; SAM 03.E.03	Sr. VC/VP, Admin & Finance	
<b>PURCHASING:</b> <u>For Department of Athletics:</u> Approve certain Houston Athletic Foundation expenditures.	SAM 05.B.01	VP Intercollegiate Athletics	
<b>PURCHASING:</b> Approves memberships or dues for professional organizations that are paid with state-appropriated funds	MAPP 04.01.03	Sr. VC/VP, Admin & Finance	
<b>PURCHASING:</b> Purchases <b>greater than \$100,000</b> require an Authorization and Information Summary Sheet for purchase requisitions to be completed and approved with the completed purchase requisition.	SAM 03.B.01 MAPP 04.01.01	Sr. VC/VP, Admin & Finance (only for Athletics requisitions greater than \$100,000 and all other requisitions greater than \$300,000)	

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<sup>1</sup> Senior Vice Chancellor/Vice President for Administration & Finance

<sup>2</sup> Vice Chancellor/Vice President for Legal Affairs/General Counsel

<sup>3</sup> University Presidents at component campuses ( UH Clear Lake, UH Downtown, UH Victoria)

<sup>4</sup> Vice Chancellor/Vice President