

Emory University School of Law Signature Grid

This grid indicates the required approval level or signature authority for various financial and grants documents (click on position title to access contact information)

	Dean	Vice Dean	Associate Dean for Finance & Administration	Associate Dean for Development and External Relations	Associate Dean for Library Services ¹	Assistant Dean of Admissions	Director of Administration	Director of Operations	Director of Grants & Contracts
<u>Contracts & Purchases:</u>									
Consulting: ≤ \$250k	X	X	X						
Consulting: ≤ \$50k	X	X	X		X		X		X
Consulting: ≤ \$20k	X	X	X	X			X	X	
<u>Faculty Appointments</u>									
≤ \$250k tenured and tenured track	X								
≤ \$250k non-tenured and adjunct	X	X							
<u>Staff Appointment/Library: ≤ \$250k</u>									
(a) Exempt Staff	X	X	X		X		X		
(b) Bi-weekly Staff	X	X	X		X		X		
<u>Donor Commitments and Endowment Gift Agreements</u>									
	X	X	X	X					
<u>Scholarship Awards and Financial Aid</u>									
	X	X				X			
<u>Grants and Contracts</u>									
SPAF	X	X	X						

¹ All signature authorizing noted for the Associate Dean for Library Services is limited, and relates to the activities of MacMillan Law Library professional and administrative staff only.