

**Executive Vice President for Health Affairs Signature Grid**

This grid indicates the required approval level or signature authority for various documents for those who report to the Executive Vice President for Health Affairs

	Executive Vice President for Health Affairs	Senior Associate Vice President for WHSC Administration	Vice President for Health Affairs & CFO, Woodruff Health Sciences Center	Vice President, Academic Health Affairs	Vice President, WHSC Development	Vice President for Research Administration, Emory University	Associate Vice President, Strategic Planning	Dean, Emory University School of Medicine	Dean, Nell Hodgson Woodruff School of Nursing	Dean, Rollins School of Public Health	Director, Yerkes National Primate Research Center
Contracts in an amount not to exceed \$250,000 (note 1)	X	X	X	X				X	X	X	X
Contracts in an amount not to exceed \$150,000 (note 2)	X				X	X	X				
Personnel agreements including offer letters, not to exceed \$375,000 in annual base salary (note 3)	X							X			
Personnel Agreements including offer letters, not to exceed \$250,000 in annual salary (note 4)	X	X	X	X					X	X	X
Personnel Agreements not to exceed \$150,000 in annual salary (note 5)	X				X	X	X				
Other agreements not to exceed \$250,000 (note 6)	X	X	X	X				X	X	X	X
Other Agreements not to exceed \$150,000 (note 7)	X				X		X				
"Development/University Relations" documents (note 8)	X				X						
"Research Administration" documents (note 9)	X					X					
Delegated Agreements (Note 10)	X	X	X	X	X	X	X	X			
Emergency SON Agreements (Note 11)	X							X			
Emergency SOM Agreements (Note 12)	X								X		
Emergency RSPH Agreements (Note 13)	X									X	
Emergency Yerkes Agreements (Note 14)	X										X
Emergency Agreements (Note 15)	X	X	X	X	X		X				
Emergency Office of the VP for Research Agreements (Note 16)	X					X					

**General Notes:**

Note 1: including (a) professional consulting and independent contractor agreements, (b) personnel agreements including settlement agreements, performance agreements, and severance agreements, upon consultation as appropriate with General Counsel, (c) speakers agreements, and (d) all other contracts and agreements for which authority has been delegated to individuals reporting to the office.
Note 2: including (a) professional consulting and independent contractor agreements, (b) personnel agreements including settlement agreements, performance agreements, and severance agreements, upon consultation as appropriate with General Counsel, (c) speakers agreements, and (d) all other contracts and agreements for which authority has been delegated to individuals reporting to the office.
Note 3: including offer letters and faculty recruitment letters, whether for faculty or staff not to exceed \$375,000 in annual base salary (not including fringe benefits).
Note 4: These agreements include offer letters and faculty recruitment letters, whether for faculty or staff, not to exceed \$250,000 in annual salary.
Note 5: These agreements include offer letters and recruitment letters.
Note 6: Other agreements that relate directly to the responsibilities and functions of your position, provided that such other agreements do not impose a financial obligation on the University in excess of \$250,000, and are not sponsored grants or contracts.
Note 7: Other agreements that relate directly to the responsibilities and functions of your position, provided that such other agreements do not impose a financial obligation on the University in excess of \$150,000, and are not sponsored grants or contracts.
Note 8: Unless otherwise noted, the Vice President for Development, WHSC, may approve and sign those documents specified in the "Development/University Relations" section of the Emory University Contract Approval and Signature Authority Policy.
Note 9: Unless otherwise noted, the Vice President for Research Administration may approve and sign those documents specified in the "Research Administration" section of the Emory University Contract Approval and Signature Authority Policy.
Note 10: May review and execute on behalf of the Executive Vice President for Health Affairs any agreement for which the Executive Vice President for Health Affairs has specifically delegated that authority in writing, either through formal correspondence or e-mail.
Note 11: In cases of extreme emergency where the Executive Vice President for Health Affairs cannot be reached and a contract or other agreement that is not otherwise delegated must be executed to protect the interests of the institution in the Emory School of Medicine, the Dean of the Emory School of Medicine may execute such agreements or contracts after consultation with either the President or either of the other two Executive Vice Presidents. In such instances you are required to communicate the emergency situation to the Chief of Staff to the Executive Vice President for Health Affairs.
Note 12: In cases of extreme emergency where the Executive Vice President for Health Affairs cannot be reached and a contract or other agreement that is not otherwise delegated must be executed to protect the interests of the institution in the Nell Hodgson Woodruff School of Nursing, the Dean of the Nell Hodgson Woodruff School of Nursing may execute such agreements or contracts after consultation with either the President or either of the other two Executive Vice Presidents. In such instances you are required to communicate the emergency situation to the Chief of Staff to the Executive Vice President for Health Affairs.
Note 13: In cases of extreme emergency where the Executive Vice President for Health Affairs cannot be reached and a contract or other agreement that is not otherwise delegated must be executed to protect the interests of the institution in the Rollins School of Public Health, the Dean of the Rollins School of Public Health may execute such agreements or contracts after consultation with either the President or either of the other two Executive Vice Presidents. In such instances you are required to communicate the emergency situation to the Chief of Staff to the Executive Vice President for Health Affairs.
Note 14: In cases of extreme emergency where the Executive Vice President for Health Affairs cannot be reached and a contract or other agreement that is not otherwise delegated must be executed to protect the interests of the institution in the Yerkes National Primate Research Center, the Director of the Yerkes National Primate Research Center may execute such agreements or contracts after consultation with either the President or either of the other two Executive Vice Presidents. In such instances you are required to communicate the emergency situation to the Chief of Staff to the Executive Vice President for Health Affairs.
Note 15: In cases of extreme emergency where the Executive Vice President for Health Affairs cannot be reached and a contract or other agreement that is not otherwise delegated must be executed to protect the interests of the institution, this person may execute such agreements or contracts after consultation with either the President or either of the other two Executive Vice Presidents. In such instances you are required to communicate the emergency situation to the Chief of Staff to the Executive Vice President for Health Affairs.
Note 16: In cases of extreme emergency where the Executive Vice President for Health Affairs cannot be reached and a contract or agreement that is not otherwise delegated must be executed to protect the interests of the institution in the Office of the Vice President for Research Administration, the Vice President for Research Administration may execute such agreements or contracts after consultation with either the President or the Executive Vice President for Finance and Administration.