

Provost & Executive Vice President for Academic Affairs Signature Grid

This grid indicates the required level or signature authority for various documents for Administrators who report to the Provost and Executive Vice President for Academic Affairs

	Senior Vice Provost for Academic Planning	Senior Vice Provost for Administration	Vice Provost for Academic Initiatives & Deputy to the Provost	Vice Provost & Director for University Libraries	Vice Provost for International Affairs	Director of the Carlos Museum
Agreements for which authority has been specifically delegated, whether through formal correspondence or email	x	x	x	x	x	x
Contracts at or below \$100,000--note 1	x	x	x	x	x	x
Agreements at or below \$100,000 that relate directly to the responsibilities and functions of these positions--Note 2	x	x	x	x	x	x
Faculty contracts in excess of \$250,000--note 3	x		x			
Non-faculty contracts in excess of \$250,000--note 3		x				
Contracts in excess of \$100,000--note 4		x				
Documents in excess of \$100,000 related to the School as Lender Program--see note 5			x			
Agreements at or below \$100,000 for the purchase of print and non print collections in support of research & teaching--note 6				x		
License agreements at or below \$100,000 pertaining to electronic journals & databases--notes 7 & 8				x		
Signature authority at or below \$100,000 for purchase of license or library materials pertaining to electronic journals and databases--note 8				x		

General Notes:

Note 1: Contracts consist of professional consulting and independent contractor agreements; personnel agreements including offer letters, settlement agreements, performance agreements, and severance agreements upon consultation as appropriate with General Counsel; speakers agreements; all other contracts and agreements for which authority has been delegated.

Note 2: Provided that such agreements are not sponsored grants or contracts

Note 3: Applicable to the following schools only in the absence of the Provost: Law School, Business School, Oxford College, Emory College, Graduate School, and Theology School.

Note 4: Applicable to the following units only in the absence of the Provost: Museum, Library, International Affairs

Note 5: In the Provost's absence; financial transactions must be coordinated with the Senior VP for Administration or the VP for Finance

Note 6: Provided that the purchase is fully covered by the materials budget allocated to the library or by library endowments no further commitments in the agreement bind the University for additional program support or go beyond the purchase of the collection.

Note 7: On the conditions that: the library take responsibility for following university policies and guidelines and have General Counsel view questionable or unusual commitments or requirements.

Note 8: Not subject to sub-delegation without prior and express written consent with the exception of the Director of Manuscript, Archives, and Rare Book Library & Division Leader for Collection Management