

**MEMORANDUM**

**TO:** Dr. Ronald Toll  
Provost and Vice President for Academic Affairs

**FROM:** Wilson G. Bradshaw, Ph.D. *W.G.B.*  
President

**DATE:** July 21, 2008

**SUBJECT:** Delegations of Authority  
Academic Agreements, Personnel Actions, Acting Capacity

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On January 15, 2008, the Florida Gulf Coast University Board of Trustees granted authority to the President to approve, execute and administer academic contracts on behalf of the Florida Gulf Coast University Board of Trustees, provided such contracts are in conformance with law and the regulations of the Board of Trustees.

**ACADEMIC AGREEMENTS**

I hereby designate the Provost and Vice President for Academic Affairs as my designee for purposes of administering and executing the University's academic agreements. Academic agreements are construed to include, but not be limited to, affiliation and cooperation agreements, agency agreements, contracts with partner institutions, grants, memorandum of understanding, memorandum of agreement, letters of agreement, and extensions and renewals thereof, relating to academic matters such as sponsored research, radio and television broadcasting, continuing education, student internships and externships, academic programs and degrees, faculty members, curriculum, instruction and articulation.

This delegation is effective provided that funds are available and the academic contracts are issued in accordance with law and University rules.

**PERSONNEL ACTIONS**

I am also delegating to you as Provost and Vice President for Academic Affairs, the authority to approve personnel actions, for employees within your assigned area of responsibility. Your approval of personnel actions under this authority should include a review of the request by the offices of Human Resources, Budget and Equal Opportunity Programs, as appropriate.



It is essential that you obtain my approval for all salary or contract actions related to any employee who reports directly to you.

**ACTING CAPACITY**

Additionally, I hereby designate the Provost and Vice President for Academic Affairs to perform as Acting President in my absence and unavailability in order to maintain the smooth and efficient running of the University.

These delegations are effective immediately and supersede any previous delegations relating to this subject matter. Any redelegation of these authorities shall not be below the level of Dean/Director and shall be in writing with a copy sent to the General Counsel. Redelegation should align authority with effective organizational assignments of responsibility. Notwithstanding, the Provost shall not redelegate his authority to act in the President's absence.

- c: Vee Leonard, General Counsel
- Steve Belcher, Director (Human Resources)
- David Vazquez, Director (University Budget)
- Dr. Charles McKinney, Assistant to the President, University Ombudsman