


MEMORANDUM

TO: All Deans

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

DATE: July 18, 2008

SUBJECT: Delegation of Authority – Contracts

Pursuant to a delegation of authority dated July 11, 2008, the University President has granted me the authority to administer and execute academic agreements on behalf of the Florida Gulf Coast University Board of Trustees, provided such contracts are in conformance with the law and the regulations of the Board of Trustees.

I hereby designate all persons holding the title of Dean as my designees and authorized institutional representatives for the limited purposes of administering and executing those domestic (U.S.) academic agreements in your respective area of responsibility. This delegation is intended to cover academic affiliation and continuing education related agreements. As to revenue-generating contracts, this delegation only encompasses those contracts which may generate revenue not to exceed \$5,000 per year or \$10,000 for the term of the agreement, which contractual term does not extend beyond twenty-four (24) months. These agreements are construed to include, but not be limited to memoranda of understanding, memoranda of agreement, letters of agreement, contracts, extensions and renewals. This delegation does not encompass procurement contracts or sponsored research contracts. Procurement contracts are defined as any contract which requires the University to pay for services rendered or materials received. Sponsored research contracts are defined as agreements between two or more parties for basic research, applied research, evaluation services, training programs, consulting agreements, and fee for service activities.

Any agreement which a designee would like to execute must be on a form previously approved by the Office of the General Counsel. If it is not on a pre-approved form such contract must have been reviewed by the General Counsel's Office. Upon execution, all contracts executed by designees under this memorandum must be submitted to the Provost's Office for informational purposes. Any subsequent modifications must be brought to the attention of the General Counsel's and the Provost's Office prior to its implementation. Persons executing contracts in accordance with this delegation accept accountability for adherence to University policy, as well as the responsibility for the administration of the contract.



This delegation is effective immediately and supersedes any previous delegations relating to this subject matter. You may not re-delegate this authority without express written authorization from the Provost.

c: Vee Leonard, General Counsel