


MEMORANDUM

TO: Hudson Rogers
Associate Provost and Associate Vice President for Academic Affairs

FROM: Ronald Toll 
Provost and Vice President for Academic Affairs

DATE: July 21, 2008

SUBJECT: Delegation of Authority – Division of Academic Affairs Personnel Actions
and Academic Agreements

On January 15, 2008, the Florida Gulf Coast University Board of Trustees granted the President authority 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 rules of the Board of Trustees. On July 11 and 21, 2008, the University President delegated authority to me for approval of academic contracts and personnel actions respectively for employees within the Division of Academic Affairs.

I hereby designate the Associate Provost and Associate Vice President for Academic Affairs as my designee and authorized institutional representative for purposes of administering and executing personnel actions related to employees in the Division of Academic Affairs. This delegation includes but is not limited to approving and executing any and all forms, documents, letters of offer and contracts that relate to academic affairs personnel matters. However, you are required to obtain my concurrence for any personnel actions related to employees who report directly to you.

Additionally, in both my absence and the absence of the Associate Provost and Associate Vice President for Planning and Institutional Performance, I delegate to the Associate Provost and Associate Vice President for Academic Affairs the authority to administer and execute, more broadly, any agreements related to Academic Affairs matters. 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 is effective immediately. The delegation supersedes any previous delegations relating to this subject matter. You may not re-delegate this authority without written authorization.

c: Vee Leonard, Esq., General Counsel
Steve Belcher, Human Resources

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