




MEMORANDUM

To: Cabinet
From: G. P. "Bud" Peterson, President 
Date: September 9, 2016
Re: Delegation of Presidential Authority

The purpose of this memorandum is to confirm the circumstances under which I have delegated authority to other officials of the Institute to act in my place. This memorandum supersedes and replaces all prior delegations. In each instance, the delegation applies to the incumbent in the named position or any replacement position at the time of the action.

Immediate Action. In the event that I am away from campus or otherwise unreachable during a situation that calls for immediate action, I hereby confirm the delegation of authority to act in my place first to the Provost and Executive Vice President for Academic Affairs, second to the Executive Vice President for Administration and Finance, and next to the Executive Vice President for Research.

Elective Fees. I confirm the delegation of authority to the Provost and Executive Vice President for Academic Affairs to approve fees for non-credit-hour courses and programs as provided by Section 7.3.2.2 of the Policy Manual of the Board of Regents. This delegation includes fees charged for non-credit classes, certificates, workshops and programs.

Purchasing Agreements. The authority to commit Institute funds for supplies, materials, equipment and certain contractual services has been delegated to the Purchasing Office within the limits established by the Department of Administrative Services, State Purchasing Division. Agreements for the purchase of goods and services of \$10,000 or more should be reviewed, approved and executed by Georgia Tech Purchasing.

Signature Authority. Pursuant to Section 2.5.4 and other provisions of the Policy Manual of the Board of Regents of the University System of Georgia, the President of each system institution, or the President's designee, has the authority to execute, accept, or deliver, on behalf of the Board, certain research agreements, settlement agreements, service agreements, reciprocal emergency law enforcement agreements and other agreements affecting the institution. I have determined it necessary, because of the large number of proposals and contracts to be signed every day in carrying out the business of the Institute, to designate additional officials to assist me in executing agreements in the name of the Georgia Institute of Technology on behalf of the Board of Regents.

Each official exercising a delegated signature authority is expected to execute, accept or deliver only those agreements that are within the purview of the official's position and should act with the concurrence and approval of the senior leadership of their respective unit.

I confirm the delegation of authority to execute, accept and deliver all agreements that may be executed by the President of the Institute pursuant to the Policy Manual of the Board of Regents, as now in effect or subsequently amended, to the incumbent in each of the following positions:

- Provost and Executive Vice President for Academic Affairs
- Executive Vice President for Administration and Finance
- Executive Vice President for Research
- Senior Vice President for Administration and Finance
- Vice President for Legal Affairs and Risk Management

Agreements executed pursuant to this delegation should be reviewed by the Office of Legal Affairs prior to execution.

Standard Agreements. I also confirm the delegation of authority to the incumbent in the following positions to execute, accept and deliver in the name of the Georgia Institute of Technology on behalf of the Board of Regents the following described agreements. This delegation extends to standard form agreements and agreements that have been reviewed by the Office of Legal Affairs.

Office of the Provost	
Vice Provost for Undergraduate Education	Academic affiliation agreements for undergraduate programs Research agreements related to undergraduate education
Vice Provost for Graduate Education and Faculty Development	Academic affiliation agreements for graduate programs Research agreements related to graduate education Documents relating to export compliance including but not limited to license applications, Technical Assistance Agreements, registrations, and or documents related to the Institute's FWA Approval of the reemployment of University System faculty retirees pursuant to BOR Policy 8.2.8.3. Notification of non-renewal of and addendums to nontenured faculty contracts
Vice Provost, International Initiatives	International affiliation agreements (IAA), MOUs and LOIs for international collaboration that do not commit institution funds except minimal funds to support exploration of a more formal relationship.
Vice Provost, Academic Effectiveness & Dean of Libraries	Library resources and materials agreements
Dean of College of Architecture	Agreements relating to the acceptance of loaned exhibits within COA space using COA resources
Dean of Professional Education	GTPE instructor non-credit teaching agreements GTPE instructional services agreements

	GTPE hotel agreements GLC and GT Savannah campus use agreements GTPE meeting and conference contracts GTPE mailing list rental agreements GTPE ad buy agreements
Associate Dean, Academic Programs & Student Affairs, Professional Education	GTPE instructor non-credit teaching agreements

Assistant Dean, Business Operations, Professional Education	GTPE hotel agreements GTPE instructional services agreements GTPE meeting and conference contracts GTPE mailing list rental agreements GTPE ad buy agreements
Director of GT Savannah, Director of Development, Professional Education	GT Savannah campus use agreements GT Savannah hotel agreements GT Savannah instructional services agreements GT Savannah meeting and conference contracts GT Savannah mailing list rental agreements GT Savannah ad buy agreements

Division of Administration and Finance	
Executive Vice President for Administration and Finance	Donation agreements pursuant to BOR policy 7.4
Senior Vice President for Administration and Finance	Donation agreements pursuant to BOR policy 7.4
Vice President for Campus Services	Auxiliary services contracts Licenses for auxiliary space Campus Recreation Center license agreements Clinical affiliation agreements
Associate Vice President for Human Resources	Employment agency contracts Employment related contracts Employment search firm contracts
Executive Director, Housing	Summer conferences for Georgia Tech Housing
Senior Director, Parking and Transportation	Parking and charter service agreements
Director, Student Center	Student Center event contracts Student Center facilities use agreements OPTIONS course instructor agreements
Senior Director, Student Health Center	Professional health service agreements Clinical affiliation agreements
Senior Director, Business Services	Equipment loan agreements (for purpose of clarification in addition to other authority provided by the state Department of Administrative Services) Purchasing contracts Hotel contracts
Director of Purchasing	Equipment loan agreements (for purpose of clarification)

	<p>in addition to other authority provided by the state Department of Administrative Services)</p> <p>Purchasing contracts</p> <p>Hotel contracts</p> <p>Powers of Attorney required by shippers in relation to exporting items outside the United States</p>
Vice President for Facilities Management	Facility project contracts
Director of Design and Construction for Facilities Management	Facility project contracts
Director of Finance for Facilities Management	Facility project contracts
Director of Security and Police	Emergency Preparedness Memoranda of Understanding
Vice President for Information Technology & Chief Information Officer	Individual information technology purchases within the spending limits established by the USG VC/CIO pursuant to BOR Policy 11.2
Director, Enterprise Information Systems	Individual information technology purchases within the spending limits established by the USG VC/CIO pursuant to BOR Policy 11.2

Office of the Executive Vice President for Research	
Vice President for Research	<p>Agreements related to sponsored programs and research agreements, including but not limited to subcontracts, IPAs, Non-Disclosure Agreements and software license agreements</p> <p>Documents relating to export compliance including but not limited to license applications, Technical Assistance Agreements, registrations, and or documents related to the Institute's FWA Powers of Attorney required by shippers in relation to exporting items outside the United States</p>
Director, Office of Sponsored Programs	<p>Agreements related to sponsored programs and research agreements, including but not limited to subcontracts, IPAs, Non-Disclosure agreements and software license agreements; relating to sponsored projects</p> <p>Documents relating to export compliance including but not limited to license applications, Technical Assistance Agreements, registrations, and or documents related to the Institute's FWA Powers of Attorney required by shippers in relation to exporting items outside the United States</p>
Associate Director, Office of Sponsored Programs	Agreements related to sponsored programs and research, including but not limited to research agreements, subcontracts, IPAs, Non-Disclosure agreements

Associate Director, Office of Research Integrity Assurance	Documents relating to export compliance including but not limited to license applications, Technical Assistance Agreements, registrations, and or documents related to the Institute's FWA Powers of Attorney required by shippers in relation to exporting items outside the United States
Property Manager, Enterprise Innovation Institute	Incubator license agreements
Chief of Staff, Georgia Tech Research Institute	Agreements relating to the use of the GTRI conference facilities at 250 14 th Street, Atlanta, Georgia.
Senior Director, Financial Administration Georgia Tech Research Institute	Agreements relating to the use of the GTRI conference facilities at 250 14 th Street, Atlanta, Georgia.
Facility Security Officer/Director, Research Security	Documents related to National Security Clearance(s) including, DD-2345 forms, Subcontractor D-254 forms, classified forms, and classified visit requests including visits related to cage codes 1FEZ4, 1G474 and OKC83
Alternate FSO/ Director, Research Security Contractor Program Security Officer(s)	Documents related to National Security Clearance(s) including, DD-2345 forms, Subcontractor D-254 forms, classified forms, and classified visit requests including visits related to cage codes 1FEZ4, 1G474 and OKC83

Division of Student Life	
Vice President of Student Life	Contracts for student organizations Ferst Center license agreements Entertainment/performance agreements Artist in residency agreements
Director, Office of the Arts	Agreements for acquisition or loan of artwork Ferst Center license agreements Gallery and/or exhibition agreements Entertainment/performance agreements Artist in residency agreements

Institute Communications	
Vice President of Institute Communications	Agreements/documents related to use, maintenance, protection or enforcement of GT trademarks, service marks and logos, including, but not limited to, licenses, registrations, and/or documents related to trademark protection Agreements/documents related to use, license or release of GT owned or produced media, including, but not limited to, videos, photographs, news articles, websites and related intellectual property and digital assets