

**AUTHORITY TO SIGN CONTRACTS AND OTHER OFFICIAL DOCUMENTS
ON BEHALF OF THE UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE**

Supplemental to [University Policy 603.1, Authority to Sign Contracts and Other Official Documents](#)

Last updated May 19, 2025

This chart is the authoritative document indicating the positions to which the Chancellor has delegated signature authority for UNC Charlotte contracts and other official documents. Please contact the [Office of Legal Affairs](#) with questions or concerns.

- “Equivalent” means the signatory has authority even when the Primary Officer is available.
- “Alternate” means the signatory has authority only when the Primary Officer is unavailable.

Part I: Campus Officials Authorized to Sign Contracts and Cooperative Agreements Related to Technology Transfer and Sponsored Programs (External Grants and Contract Funding)*	
<u>OFFICER</u>	<u>AUTHORITY</u>
Vice Chancellor for Research Equivalents: <ul style="list-style-type: none">• Associate Vice Chancellor• Assistant Vice Chancellor for Research and Administration• Director, Proposal Development• Director, Contract and Award Negotiations• Director, Award Management	To sign research contracts and agreements that provide for (1) research to be conducted by the University; or (2) research to be sponsored by the University and conducted by another entity on behalf of the University.
Vice Chancellor for Research Equivalents: <ul style="list-style-type: none">• Associate Vice Chancellor• Assistant Vice Chancellor, Office of Research Commercialization and Partnerships• Executive Director, Office of Research Commercialization and Partnerships• Director of Licensing and Operational Excellence	(A) To sign confidential disclosure agreements and nondisclosure agreements related to: (1) research to be conducted or proposed to be conducted by the University; (2) research to be sponsored by the University and conducted by another entity on behalf of the University; or (3) technology development and/or transfer that involves the University. (B) To sign all patent applications and other related documentation, including all "Verified Statements Claiming Small Entity Status (37 CFR 1.9(f) & 1.27(d))—Nonprofit Organization" forms required by the U.S. Patent and Trademark Office. (C) To sign Material Transfer Agreements on behalf of the University.

** The Chancellor, Vice Chancellor for Business Affairs, and Provost are authorized to sign all contracts and agreements referenced in this Part I in the absence of authorized officials listed herein.*

**Part II: Campus Officials Authorized to Sign Non-Research Contracts and
Official Documents on Behalf of the University of North Carolina at Charlotte**

University-Wide Authority

Officer	Authority
Chancellor	To sign all contracts and agreements for the University.
Vice Chancellor for Business Affairs Chief of Staff Alternate, except for consulting services: Associate Vice Chancellor for Finance	To sign all contracts, agreements, and other official documents that the Chancellor is authorized to sign, consistent with the requirements of the Board of Trustees, and to approve requests for consulting services.
Chief of Staff	To sign copies of all minutes, papers and documents on behalf of the Board of Trustees.
The Vice Chancellors, the Chief of Staff, and the Director of Athletics	To sign personnel actions: specified offers of appointment, notices, and payroll action forms on behalf of the Chancellor.

Academic Affairs

Officer	Authority
Provost and Vice Chancellor for Academic Affairs	To sign: (1) all documents that fall within the purview of Academic Affairs, including international travel requests & reimbursements and promotion & tenure letters; (2) consulting contracts for instructional services, curriculum development and conducting academically-oriented research; (3) all dual degree program contracts and agreements.
Associate Provost for Academic Budget Equivalents for (5): <ul style="list-style-type: none"> • Director for Academic Budget • Assistant Director for Academic Budget 	To sign: (1) Mobile Communication Device (MCD) Allowance requests; (2) P-card requests; (3) domestic travel requests and reimbursements; (4) Employee & Student Direct Pay reimbursement (ESDPR) requests; and (5) Fund Transfer Requests (budget revisions and journal entries) on behalf of the Provost.
Associate Provost for Faculty Affairs	To sign: (1) AA-42 (Faculty Salary Increase Request Justification Form); (2) FMLA requests; (3) faculty separations (resignations & retirements); (4) certification of adjunct faculty credentials; and (5) faculty Telework/Remote Work Agreements on behalf of the Provost.
Director of Academic Affairs Human Resources Alternate for (1) and (2): Academic HR Specialist	To sign: PD-7 (Academic Personnel Actions) on behalf of the Provost, including (1) PD-7 (Section 4 Only, Special Payments); and (2) Special Payments (Niner Works).
Dean, Belk College of Business Equivalent for (1) and (2), except for tenure-line faculty and others with professorial titles: Senior Associate Dean, Belk College of Business Equivalent for (1): Director of Finance and Personnel, Belk College of Business	To sign: (1) domestic articulation agreements or domestic collaboration/affiliation agreements, including clinical practicum or field placement agreements, for the Belk College of Business; (2) personnel actions and specified offers of appointment and notices for the Belk College of Business.

<p>Dean, College of Arts & Architecture</p> <p>Equivalent for (1) and (3): Director of Business Affairs, College of Arts & Architecture</p> <p>Equivalent for (3): Associate Dean of Performing Arts Services</p>	<p>To sign: (1) domestic articulation agreements or domestic collaboration/affiliation agreements, including clinical practicum or field placement agreements, for the College of Arts & Architecture; (2) personnel actions and specified offers of appointment and notices for the College of Arts & Architecture; (3) facility license agreements for Robinson Hall and any other physical spaces controlled by the College of Arts & Architecture.</p>
<p>Dean, College of Computing & Informatics</p> <p>Equivalents for (1):</p> <ul style="list-style-type: none"> • Associate Deans, College of Computing & Informatics • Business Officer, College of Computing & Informatics 	<p>To sign: (1) domestic articulation agreements or domestic collaboration/affiliation agreements, including clinical practicum or field placement agreements, for the College of Computing & Informatics; (2) personnel actions and specified offers of appointment and notices for the College of Computing & Informatics.</p>
<p>Dean, Cato College of Education</p> <p>Equivalent for (1):</p> <ul style="list-style-type: none"> • Associate Deans, Cato College of Education • Business Officer, Cato College of Education <p>Equivalent for (3): Director, Niner University Elementary</p>	<p>To sign: (1) domestic articulation agreements or domestic collaboration/affiliation agreements, including clinical practicum or field placement agreements, for the Cato College of Education; (2) personnel actions and specified offers of appointment and notices for the Cato College of Education; and (3) goods or services contracts, affiliation agreements, and other documents for Niner University Elementary.</p>
<p>Dean, College of Health & Human Services</p> <p>Equivalent for (1) and (2), except for tenure-line faculty and others with professorial titles: Associate Dean for Academic Affairs, College of Health & Human Services</p> <p>Equivalent for (1):</p> <ul style="list-style-type: none"> • Business Officer, College of Health & Human Services 	<p>To sign: (1) domestic articulation agreements or domestic collaboration/affiliation agreements, including clinical practicum or field placement agreements, for the College of Health & Human Services; (2) personnel actions and specified offers of appointment and notices for the College of Health & Human Services.</p>
<p>Dean, Honors College</p>	<p>To sign: (1) domestic articulation agreements or domestic collaboration/affiliation agreements, including clinical practicum or field placement agreements, for the Honors College; (2) personnel actions and specified offers of appointment and notices for the Honors College.</p>
<p>Dean, College of Humanities & Earth and Social Sciences</p>	<p>To sign: (1) domestic articulation agreements or domestic collaboration/affiliation agreements, including clinical practicum or field placement agreements, for the College of Humanities & Earth and Social Sciences; (2) personnel actions and specified offers of appointment and notices for the College of Humanities & Earth and Social Sciences.</p>
<p>Dean, Lee College of Engineering</p> <p>Equivalent for (1) and (2), except for tenure-line faculty and others with professorial titles: Senior Associate Dean, Lee College of Engineering</p> <p>Equivalent for (1): Business Officer, Lee College of Engineering</p>	<p>To sign: (1) domestic articulation agreements or domestic collaboration/affiliation agreements, including clinical practicum or field placement agreements, for the Lee College of Engineering; (2) personnel actions and specified offers of appointment and notices for the Lee College of Engineering.</p>

Dean, College of Science	To sign: (1) domestic articulation agreements or domestic collaboration/affiliation agreements, including clinical practicum or field placement agreements, for the College of Science; (2) personnel actions and specified offers of appointment and notices for the College of Science.
Associate Provost for Undergraduate Education & Dean of University College	To sign: (1) domestic articulation agreements or domestic collaboration/affiliation agreements, including clinical practicum or field placement agreements, for University College; (2) personnel actions and specified offers of appointment and notices for University College.
Dean, The Graduate School Equivalent for (1): Business Officer, The Graduate School	To sign: (1) domestic articulation agreements or domestic collaboration/affiliation agreements, including clinical practicum or field placement agreements, for the Graduate School; (2) personnel actions and specified offers of appointment and notices for the Graduate School.
Dean of the Library	To sign agreements for library-specific: services, software, resources, databases, and deeds of gifts.
Associate Provost for Urban Research and Community Engagement Alternate: Business Officer for Urban Research and Community Engagement	To sign: domestic articulation agreements or domestic collaboration/affiliation agreements for Urban Research and Community Engagement and urbanCORE.
Associate Provost, School of Professional Studies Alternate: Senior Director, Operations & Personnel, School of Professional Studies Alternate for (4): Director, Dubois Center at UNC Charlotte Center City Alternate for (5): Manager, Payroll Administration & Contracts, School of Professional Studies Equivalent for (5): Payroll Specialist, School of Professional Studies	To sign: (1) contracts for University purchase of education services from an individual, independent contractor, or company; (2) contracts for University sale of education services pursuant to a University standard form agreement where total receipts under the contract cannot exceed \$250,000; (3) partnership agreements to establish the sharing of services and revenue with other education service providers; (4) contracts for entertainment, conference, and facilities use for the Dubois Center at UNC Charlotte Center City; and (5) special payments for summer instruction within the Division of Academic Affairs.
Associate Provost for International Programs	To sign: (1) all documents that fall within the purview of International Programs; (2) memoranda of understanding and cooperation between the University and international universities; (3) exchange agreements.
Director, International Student and Scholar Office (ISSO) Equivalents: <ul style="list-style-type: none"> • International Scholar Advisor, ISSO • Associate Director, ISSO • SEVIS Coordinator, ISSO 	To sign: (1) University applications and documents and any certifications to the federal government relating to nonresident alien students, faculty, and staff; (2) documents requiring the approval of the Principal Designated School Official (PDSO) and/or the Responsible Officer (RO).

Assistant Director, University Career Center Alternates: <ul style="list-style-type: none"> • Director, University Career Center • Associate Director, University Career Center 	To sign contracts and agreements between the University and employers who agree to participate in the Career Center's Co-op and Internship Programs.
<ul style="list-style-type: none"> • Associate Provost for Enrollment Management 	To sign Federal Work-Study Program Community Service Agreements between UNC Charlotte for its Office of Financial Aid and federal agencies.
<ul style="list-style-type: none"> • Director, Organizational Science Center 	To execute services agreements for the Organizational Science Center's provision of consulting services for promoting employee and organizational health, well-being and effectiveness, including but not limited to consulting services provided via the Center's Shelter Employee Engagement & Development Survey ("SEEDS").

Athletics	
Officer	Authority
Director of Athletics Deputy Athletic Director Equivalents: <ul style="list-style-type: none"> • Senior Associate Athletic Director & Chief Financial Officer • Executive Associate Athletic Director(s) • Executive Director of the Athletic Foundation 	To sign: (1) checks on a revolving travel advance account; to initiate purchases for the Athletics Department where a single item does not exceed \$10,000, and for single items greater than \$10,000 with written approval of the Chancellor; (2) contracts for the normal day-to-day operations of the Athletics Department such as contracts for: game, NCAA and conference, sports marketing, apparel, and radio and television.
Director, Student Activity Center and Venue Management Equivalent: Deputy Athletic Director	To sign: (1) entertainment, conference and facilities use, and advertisement contracts for campus multi-use recreational facilities; (2) settlement sheets for entertainment contracts and rental agreements related to campus multi-use recreational facilities; (3) rental agreements to rent equipment and/or services for events related to campus multi-use recreational facilities.
Associate Athletic Director for Compliance and Student Athlete Development Equivalents: <ul style="list-style-type: none"> • Director of Athletics • Senior Woman Administrator (SWA) 	To sign certifications on behalf of the Athletics Department to the NCAA or conference officials with respect to athletics compliance obligations.
Faculty Athletics Representative (FAR) Equivalents: <ul style="list-style-type: none"> • Chancellor • Vice Chancellor for Institutional Integrity and General Counsel 	To sign certifications on behalf of the University to the NCAA or conference officials with respect to athletics compliance obligations when such certification is required to be outside the Athletics Department.

Business Affairs	
Officer	Authority
Vice Chancellor for Business Affairs	See University-Wide Authority section above.
Associate Vice Chancellor for Finance Alternate: Controller	See University-Wide Authority section above.
Associate Vice Chancellor for Business Services	To sign: (1) contracts on behalf of the University that are within the purview of the Business Services division and that do not equal or exceed \$250,000; (2) amendments, addenda, or scopes of work related to Business Services contracts that do not significantly alter the scope or financial commitment of the original contract; (3) applications to or agreements with the North Carolina Alcoholic Beverage Control (ABC) Commission; (4) documents approving and paying any vehicular damage tort claim settlement up to \$2,500 in value (see Chancellor memo dated 10/4/2016).
Associate Vice Chancellor for Facilities Management	To sign architect and engineering services contracts, design contracts and amendments, and construction contracts that are consistent with the approved budget and accepted bids.
Associate Vice Chancellor for Human Resources and University Affirmative Action Officer Executive Director of Human Resources for EHRA Non-faculty Administration, Employee Relations, and Compliance	To sign: (1) University settlement recommendations arising out of mediation of Equal Employment Opportunity Commission (EEOC) and Office of Administrative Hearings (OAH) cases after the terms of settlement have been reviewed by the Office of Legal Affairs; (2) SHRA and EHRA appointment letters, separation letters, and teleworking agreements for all staff, excluding Tier I Senior Academic and Administrative Officers.
Associate Vice Chancellor for Safety and Security	To sign: (1) agreements related to public safety equipment rental or maintenance; (2) agreements and certification documents concerning motor vehicle record or criminal background checks of University employees.
Director, Materials Management Alternates for (1) only: • Contract Manager • Purchasing Agents	To sign: (1) purchase orders, as provided in University Policy 601.11, Purchasing Policy ; (2) equipment loan and transfer agreements that do not involve grant-related sources of funds; (3) contracts up to \$100,000.

Institutional Integrity	
Officer	Authority
Vice Chancellor for Institutional Integrity and General Counsel Equivalent for (4) only: Director of Ethics, Policy, and Compliance	To sign: (1) documentation on behalf of the University related to acceptance of legal process; (2) legal opinions or certifications on behalf of the University; (3) contracts related to engaging the service of outside counsel; (4) documents or certifications related to compliance with the State Government Ethics Act or other ethics matters; (5) settlement agreements up to \$25,000.
Chief Risk Officer	To sign agreements on behalf of the University with the Federal HHS Centers for Medicare and Medicaid Services (CMS) for reporting workers' compensation payments to Medicare beneficiaries.

OneIT	
Officer	Authority
Vice Chancellor for Information Technology & Chief Information Officer (CIO) Equivalent: Assistant Vice Chancellor & Deputy CIO	To sign contracts and agreements for Information Systems services and products on behalf of the University, including Statements of Work with vendors for which contracts are signed under the same authority.
<ul style="list-style-type: none"> • Divisional Director of Business Operations • Executive Director of IT for Academic Affairs 	To sign agreements for Information Systems services and products on behalf of the University during fiscal year 2024-2025, OTHER THAN those that meet any of the following criteria: <ul style="list-style-type: none"> • Total cost exceeds \$10,000; • Involves the use of PCI; • Uses Level 2 or 3 data as defined by the University's Guideline for Data Handling; • Requires a signed Statement of Work; OR • Requires system integration with other enterprise systems (excluding single sign-on).

Research	
Officer	Authority
Vice Chancellor for Research Equivalent for (1): <ul style="list-style-type: none"> • Associate Vice Chancellor • Executive Director of Sponsored Projects Administration Alternate for (2): <ul style="list-style-type: none"> • Associate Vice Chancellor 	To sign: (1) agreements to access instrumentation and technical services contracts; (2) agreements that dispose of real property or space within any building on the CRI/Millennial Campus by easement, lease or other rental agreement.
Vice Chancellor for Research Equivalents: <ul style="list-style-type: none"> • Associate Vice Chancellor • Assistant Vice Chancellor, Office of Research Commercialization and Partnerships • Executive Director, Office of Research Commercialization and Partnerships 	To sign: (1) inter-institutional agreements and joint intellectual property agreements with other entities for the patenting and licensing of intellectual property; (2) license or trademark agreements on behalf of the University.

Student Affairs	
Officer	Authority
Vice Chancellor for Student Affairs	To sign all documents that fall within the purview of the Division of Student Affairs.
Associate Vice Chancellor for Student Affairs, Student Engagement	To sign all documents that fall within the purview of Student Engagement.
Associate Vice Chancellor for Student Affairs, Health and Wellbeing	To sign all documents that fall within the purview of Health and Wellbeing.
Executive Director of Student Affairs	To sign: (1) Employment Agreements (AA-24) for newly hired EHRA staff; (2) PD-7 (Personnel Actions) all sections; (3) Special Payments (Niner Works); (4) all travel reimbursements (Concur) on behalf of the Vice Chancellor for Student Affairs.
Director of Student Involvement	To sign entertainment contracts for all Student Affairs units and for all other campus units and organizations that utilize Student Engagement facilities or student activity fees for entertainment events, or that request assistance with entertainment contracts.
Associate Director of Student Involvement Alternate: Director of Student Involvement	To sign contracts related to student organization registration.
Director of the Popp Martin Student Union and Cone University Center	To sign: (1) all documents that fall within the purview of the Student Union, Cone University Center; (2) contracts and agreements for art exhibits in the Student Union and Cone University Center; (3) Niner Tech contracts and agreements.
Director, Student Niner Media and Support	To sign media advertising, printing, and related contracts necessary for Student Niner Media to provide media resources for the campus community.
Associate Director, Venture Outdoor Leadership Equivalent: Director, Venture Outdoor Leadership	To sign contracts with external entities for provision of VentureOutdoor Program services.
Director of University Recreation	To sign: (1) league agreements, applications, and other forms and documentation related to club sports teams; (2) fitness agreements for programmed services; (3) agreements with recreational services companies for marketing/sampling products to students; (4) agreements for equipment demonstrations that take place prior to purchase; (5) agreements with special events venues for events organized through Recreational Services.

Director, Conferences, Reservations, and Event Services (CRES) Equivalent: Assistant Directors, CRES Alternate: Associate Director, CRES (Reservations)	To sign University conference contracts that originate through the University Conference, Reservations, and Event Services Office.
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University Advancement	
Officer	Authority
Vice Chancellor for University Advancement Equivalents for (3) and (4): <ul style="list-style-type: none"> • Special Assistant to the Chancellor for Constituent Relations • Associate Vice Chancellor for Development Alternate for (3) and (4): Executive Director of University Engagement and Events	To sign: (1) all documents that fall within the purview of University Advancement; (2) applications to or agreements with the North Carolina Alcoholic Beverage Control (ABC) Commission; (3) agreements establishing University-sponsored events, outreach receptions, and tables; (4) agreements establishing donations to agencies in return for sponsorships or mention in the agencies' publications.
Chief Communications Officer & Associate Vice Chancellor University Communications	To sign: (1) agreements and contracts related to Communications strategies, marketing, and advertising for the University; (2) agreements related to broadcasting and cable TV on behalf of the University; (3) location use agreements.
Executive Director of Alumni Engagement Alternate: Director of Alumni Operations	To sign: (1) contracts for facility rentals (hotel meeting rooms), bands, and speakers for Alumni events, services, and programs for Alumni Engagement; (2) University event contracts that originate through the Harris Alumni Center and the Hauser Alumni Pavilion for event purposes.