

Policy 3-004, Listing of Official Documents by Vice Presidential Area

Office of the President	VP for Administrative Services	VP for Technology Venture Development
Diplomas and certificates for student achievement AOCE certificates for student achievement Special diplomas and certificates Official notice of administrative and faculty appointments Resolutions passed by the Board of Trustees Foreign educational exchange contracts Certain items passed by BOR committees Gift agreements w/ donors Final disposition letters re: faculty/staff appeal decisions Notices of faculty retention, promotion & tenure decisions	Banking agreements Construction & remodeling contracts Sole source contracts w/o bidding Waiver of bidding Real property & real estate rental contracts * *(including building, office and apartment rentals) Professional service agreements Agreements w/ governmental auditing entities Special contracts re: insurance, benefits, etc. Debt financing documents Capital leases Trademark licensing Food services & vending contracts	Agreements relating to tech venture development
		VP General Counsel
		Legal services retainer or engagement agreements
		VP for Government Relations
		Independent consultant/contractor agreements
		Chair - Board of Trustees
		Diplomas and certificates for student achievement Resolutions passed by the Board of Trustees Engagement letter for annual financial audit
SVP for Health Sciences	VP for Research/Pres. of UURF*	Chief Information Officer
Service agreements for patient care Agreements for training students, residents Agreements for student internships Agreements for WICHE & related exchanges Rental contracts for HSC facilities Malpractice self-insurance and related contracts Physician services; medical director contract Third party payor contracting Clinical training agreements Graduate medical education Gift agreements Contracts for speakers, artists, performers, etc. HIPAA agreements Faculty appointments	Research contracts, grants, proposals, etc. Training or institutional service contracts, etc. Patent agreements Independent consultant/contractor agreements Sponsored research agreements Technology licensing*	Software licensing Permits & licenses re: public telecommunication Contracts for educational TV programs & transmission Enterprise software agreements IT infrastructure agreements IT audits and consulting agreements Telecommunications/network agreements Enterprise IT outsourcing or SAAS agreements Data federation or data sharing agreements IT infrastructure grant proposals
	VP for Institutional Advancement	Chief Human Resources Officer
	Gift and pledge agreements Unitrusts, annuities, and bequests contracts Rental contracts for Alumni House, Stadium Contracts for public TV programs & transmission	3rd party administrators of staff benefits Consultants/service providers Employee settlement agreements Unemployment provider contract Special contracts re: group insurance & benefits
SVP for Academic Affairs	VP for Student Affairs	Director of Athletics
Contracts for speakers, artists, performers, etc. Rental contracts for University facilities Foreign educational exchange contracts Faculty appointments Museum exhibit agreements	Scholarship, loans, and employment aid programs Contracts for speakers, artists, performers, etc. Rental contracts for University-owned facilities Construction & remodeling contracts Food services & vending contracts	Athletics game and air charter contracts Athletic events broadcasting contracts Athlete letters-of-intent

Note: The above listing is intended as a guide in identifying the cognizant University Officer for the signing of Official Documents. Any document creating potential risk for the University must be routed to the cognizant University Officer. This listing is not inclusive of all Official Documents; however, it does provide for the majority of possibilities.