

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

<b>Office of the President</b>	<b>VP for Administrative Services</b>	<b>VP for Technology Venture Development</b>
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
		<b>VP General Counsel</b>
		Legal services retainer or engagement agreements
		<b>VP for Government Relations</b>
		Independent consultant/contractor agreements
		<b>Chair - Board of Trustees</b>
		Diplomas and certificates for student achievement Resolutions passed by the Board of Trustees Engagement letter for annual financial audit
<b>SVP for Health Sciences</b>	<b>VP for Research/Pres. of UURF*</b>	<b>Chief Information Officer</b>
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
	<b>VP for Institutional Advancement</b>	<b>Chief Human Resources Officer</b>
	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
<b>SVP for Academic Affairs</b>	<b>VP for Student Affairs</b>	<b>Director of Athletics</b>
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.