

Sub-delegations

	Position/title with authority	Date	Source of Authority for Delegation	Document/Contract/Designation Type	Limitations	Sub-delegation Allowed
Senior Vice Chancellor and Chief Legal Officer						
1	Assistant Vice Chancellor and Deputy Chief Legal Officer and Assistant Vice Chancellor for Policy Development and Management	10-Oct-19	Delegated by the SVC/CLO in accordance with the October 1, 2019 delegation from the Chancellor made pursuant to Bylaws Chapter I, Article 4.1	Pertaining to matters for which the Senior Vice Chancellor and Chief Legal Officer has the authority to resolve or manage, as provided in Paragraph B of the Chancellor's memorandum, when necessary in the absence of the Senior Vice Chancellor and Chief Legal Officer.		Only if approved by the Chancellor.
Chief Investment Officer						
1	Chief Financial Officer - Endowment, Office of Finance	3-Oct-19	Delegated by the Chief Investment Officer in accordance with the October 1, 2019 delegation from the Chancellor made pursuant to Bylaws Chapter I, Article 4.1	Relating to the endowment and other similar investments involving: subscription documents, side letters, MFN election forms, fund amendments, fund waivers and extensions, auditor confirmation requests, contractual arrangements or engagement letters with vendors, additional investment forms, fund redemption forms, investment manager correspondence such as fee requests, documents required for capital calls, documents related to the establishment of repetitive and non-repetitive wire transfers and ACH locations, modifications to related credit instructions, and any other documents required to effectively manage the endowment and other similar investments, when Chief Investment Officer is not available.	Authority to sign subscription documents is limited to those instances when the Chief Investment Officer is not available. Authority to sign other documents are not subject to that limitation but commitments on behalf of the University are not be made without Chief Investment Officer approval.	Only if approved by the Chancellor.
2	Chief Operating Officer-Endowment, Office of Finance	3-Oct-19	Delegated by the Chief Investment Officer in accordance with the October 1, 2019 delegation from the Chancellor made pursuant to Bylaws Chapter I, Article 4.1	Relating to the endowment and other similar investments involving: subscription documents, side letters, MFN election forms, fund amendments, fund waivers and extensions, auditor confirmation requests, contractual arrangements or engagement letters with vendors, additional investment forms, fund redemption forms, investment manager correspondence such as fee requests, documents required for capital calls, documents related to the establishment of repetitive and non-repetitive wire transfers and ACH locations, modifications to related credit instructions, and any other documents required to effectively manage the endowment and other similar investments.	Authority to sign subscription documents is limited to those instances when Chief Investment Officer is not available. Authority to sign other documents are not subject to that limitation but commitments on behalf of the University are not to be made without Chief Investment Officer's approval.	Only if approved by the Chancellor.
Treasurer						
1	Assistant Treasurer	3-Oct-19	Delegated by the Treasurer in accordance with the October 1, 2019 delegation from the Chancellor made pursuant to Bylaws Chapter I, Article 4.1	Relating to the authorities provided to the Treasurer in the Chancellor's memorandum. Nothing in this delegation shall prevent the Assistant Treasurer to act in the Treasurer's absence or inability to serve as provided in Chapter 1, Article 3.7 of the University's Bylaws.		Only if approved by the Chancellor.

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Senior Vice Chancellor for Business Operations						
1	Associate Vice Chancellor for Facilities Management	11-Oct-19	Delegated by the SVC/BO in accordance with the October 1, 2019 delegation from the Chancellor made pursuant to Bylaws Chapter I, Article 4.1	Involving design, construction, maintenance, repair, renovation, or operation of University-owned property, including buildings, grounds, or other real property. Also includes easements necessary for installation or relocation of utilities on University property.		Only if approved by the Chancellor.
2	Associate Vice Chancellor for Planning, Design and Real Estate	15-Oct-19	Delegated by the SVC/BO in accordance with the October 1, 2019 delegation from the Chancellor made pursuant to Bylaws Chapter I, Article 4.1	Relating to retail, commercial, office, laboratory, or other spaces or licenses where the University is acting in the capacity of Lessor or Licensor and where the total amount of rental due to the University over the initial term of the Lease or License does not exceed two million dollars; and ancillary or supplemental documents associated with all University leases.	Only applies to such leases that do not exceed two million dollars. All leases shall use University's standard forms of lease agreements, as approved by Office of University Counsel, and any and all modifications of or additions to the approved form of Lease Agreements shall require advance review and approval by the Office of University Counsel.	Only if approved by the Chancellor.
3	Director of Housing and Panther Central	16-Dec-19	Delegated by the Associate Vice Chancellor for Business and Auxiliary Services, as authorized by the SVC/BO, and in accordance with approval provided by the Chancellor on November 11, 2019.	Relating to residential apartment leases for University-owned property; and ancillary or supplemental documents associated with residential leases.	All leases shall use University's standard forms of lease agreements, as approved by Office of University Counsel, and any and all modifications of or additions to the approved form of Lease Agreements shall require advance review and approval by the Office of University Counsel.	Only if approved by the Chancellor.
4	Vice Chancellor for Business Services	28-Feb-20	Delegated by the SVC/BO in accordance with the October 1, 2019 delegation from the Chancellor made pursuant to Bylaws Chapter I, Article 4.1	Relating to residential apartment leases for University-owned property; and ancillary or supplemental documents associated with residential leases including, but not limited to, disbursement requests to process University payments or credits pursuant to the terms of the associated lease agreements; estoppel letters; subordination, non-disturbance and attornment agreements; notices of default, non-removal, termination and eviction.	All leases shall use University's standard forms of lease agreements, as approved by Office of University Counsel, and any and all modifications of or additions to the approved form of Lease Agreements shall require advance review and approval by the Office of University Counsel.	Only if approved by the Chancellor.
Senior Vice Chancellor for Health Sciences						
1	Associate Senior Vice Chancellor for Administration, Health Sciences	18-Oct-19	Delegated by the SVC/HS in accordance with the October 1, 2019 delegation from the Chancellor made pursuant to Bylaws Chapter I, Article 4.1	Relating to matters that the Senior Vice Chancellor for the Health Sciences has the authority to resolve or manage, as provided in the Chancellor's memorandum.		Only if approved by the Chancellor.

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Senior Vice Chancellor and Chief Financial Officer						
2	Vice Provost and Dean of Students	1-Oct-19	Delegated by the SVC/CFO in accordance with the October 1, 2019 delegation from the Chancellor made pursuant to Bylaws Chapter I, Article 4.1	Re-authorized previous delegation that the Vice Provost and Dean of Students received from the Provost on January 24, 2018, relating to purchase of goods and services pertaining to the Division of Student Affairs.	Authority is valid up to \$75,000. This authority will expire on March, 31, 2020.	Only if approved by the SVC-CFO.
3	Director of Athletics	1-Oct-19	Delegated by the SVC/CFO in accordance with the October 1, 2019 delegation from the Chancellor made pursuant to Bylaws Chapter I, Article 4.1	Re-authorized previous delegation that the Director of Athletics received from the Chancellor on July 26, 2017, relating to purchase of goods and services pertaining to the University's (Pittsburgh Campus) Department of Athletics.	Authority is valid up to a maximum annual value of \$25,000 per vendor. This authority will expire on a date TBD by the SVC/CFO.	Only if approved by the SVC-CFO.
4	Senior Leadership Team	1-Oct-19	Delegated by the SVC/CFO in accordance with the October 1, 2019 delegation from the Chancellor made pursuant to Bylaws Chapter I, Article 4.1	Re-authorized any existing delegation from the Senior Vice Chancellor and Chief Financial Officer that provided signature authority for the purchase of goods and services at the University, including authorities provided under University Policy 05-02-05, Department Purchasing Authority and Responsibilities.	These authorities will expire on a date TBD by the SVC/CFO.	Only if approved by the SVC-CFO.
5	Vice Provost for Global Affairs	28-Oct-19	Delegated by the SVC/CFO in accordance with the October 1, 2019 delegation from the Chancellor made pursuant to Bylaws Chapter I, Article 4.1	Re-authorized existing delegation to purchase certain goods and services at the University that this position received from the Provost on October 12, 2015.	This authority will expire on a date TBD by the SVC/CFO.	Only if approved by the SVC-CFO.
6	Vice Chancellor for Business Services	30-Mar-20	Delegated by the SVC/CFO in accordance with the October 1, 2019 delegation from the Chancellor made pursuant to Bylaws Chapter I, Article 4.1	Transferring authority for the purchase of goods and services pertaining to the Book Centers, subject to the continued implementation of procedures specified in the delegation originally made on January 28, 2014.	This authority will expire on a date TBD by the SVC/CFO.	Only if approved by the SVC-CFO.
Senior Vice Chancellor for Research						
1	Vice Chancellor for Sponsored Programs and Research Operations	24-Oct-19	Delegated by the SVC/R in accordance with the October 1, 2019 delegation from the Chancellor made pursuant to Bylaws Chapter I, Article 4.1	Pertaining to the submission of proposals, applications, reports, and other documents relating to research grants, contracts, or other sponsored programs. Includes the authority to execute through electronic submission and the effective date is October 1, 2019.		Only if approved by the Chancellor.
2	Vice Chancellor for Innovation and Entrepreneurship	24-Oct-19	Delegated by the SVC/R in accordance with the October 1, 2019 delegation from the Chancellor made pursuant to Bylaws Chapter I, Article 4.1	Involving the specific types of administrative documents and agreements which concern the Innovation Institute. Includes the ability to exercise authority as the Director of the Innovation Institute and the effective date is October 1, 2019.		Only if approved by the Chancellor.
3	Directors, Senior Associate Directors, Associate Directors, and Assistant Directors; Office of Sponsored Programs	20-Nov-19	Delegated by the Vice Chancellor for Sponsored Programs and Research Operations, as authorized by the SVC/R, and in accordance with approval provided by the Chancellor on November 20, 2019.	Pertaining to the submission of proposals, applications, reports, and other documents relating to research grants, contracts, or other sponsored programs. Includes the authority to execute through electronic submission and the effective date is October 1, 2019.		Only if approved by the Chancellor.

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Provost and Senior Vice Chancellor						
1	Deans of: Dietrich/CGS Katz/CBA SCI Dental Medicine Education Swanson SHRS Law Medicine Nursing Pharmacy GSPIA GSPH Social Work Honors College	2-Oct-19	Delegated by the Provost/SVC in accordance with the October 1, 2019 delegation from the Chancellor made pursuant to Bylaws Chapter 1, Article 4.1.	Pertaining to actions related to academic affairs of the University, as articulated in Paragraph B of the Chancellor's memorandum, which concern operations necessary to manage their respective units.	Authority will expire on a date TBD by the Provost/SVC.	Only if approved by the Chancellor.
2	Regional Campus Presidents at: Bradford Greensburg Johnstown Titusville	2-Oct-19	Delegated by the Provost/SVC in accordance with the October 1, 2019 delegation from the Chancellor made pursuant to Bylaws Chapter 1, Article 4.1.	Pertaining to actions related to academic affairs of the University, as articulated in Paragraph B of the Chancellor's memorandum, which concern operations necessary to manage their respective units.	Authority will expire on a date TBD by the Provost/SVC.	Only if approved by the Chancellor.
3	Vice Provost for Global Affairs	29-Oct-19	Delegated by the Provost/SVC in accordance with the October 1, 2019 delegation from the Chancellor made pursuant to Bylaws Chapter I, Article 4.1	Involving the following types of agreements with international entities: (1) MOUs to open discussions for specific programs/purposes; (2) study abroad agreements; (3) exchange agreements (for undergraduate students, graduate students, and faculty, not related to teaching); and (4) cooperative agreements that allow the University to partner with international institutions on matters not related to student/faculty exchange.	Agreements must follow templates reviewed and approved by Office of University Counsel and must be reviewed and approved by the Dean or Associate Dean of the proposing school (if applicable), and an OUC attorney prior to execution. Incorporates additional conditions specified in previous authority delegation dated June 1, 2016. These authorities expire on January 1, 2020.	Only if approved by the Chancellor.
4	Vice Provost and Dean of Students	29-Oct-19	Delegated by the Provost/SVC in accordance with the October 1, 2019 delegation from the Chancellor made pursuant to Bylaws Chapter I, Article 4.1	Involving findings and/or sanctions related to the Student Code of Conduct.		Only if approved by the Chancellor.

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5	Director of the University Library System	14-Feb-20	Delegated by the Provost/SVC in accordance with the October 1, 2019 delegation from the Chancellor made pursuant to Bylaws Chapter I, Article 4.1	Involving (1) Faculty Librarian related matters, including offering appointments to faculty librarians, as well as appointing librarians to administrative positions; notifying librarians of non-renewal of contracts; notifying librarians of denial of promotion or expectation of continuing employment; and (2) approving Memoranda of Understanding/cooperative agreements with certain organizations and associations related to collaboration and/or collaborative programming; publication agreement for academic journals; non-degree training agreements; and letters of invitation to visiting scholars.	Any of the items related to (2) must be reviewed by Office of University Counsel and those that have international components or aspects require appropriate coordination with the University Center for International Studies (UCIS).	Only if approved by the Chancellor.
Senior Vice Chancellor for Philanthropic and Alumni Engagement						
1	Vice Chancellor for Advancement Services	8-Nov-19	Delegated by the SVC/PAE in accordance with the October 1, 2019 delegation from the Chancellor made pursuant to Bylaws Chapter I, Article 4.1	Execute gift agreements when necessary in the absence of the Senior Vice Chancellor for Philanthropic and Alumni Engagement.		Only if approved by the Chancellor.