

July 28, 2020

Vice Chancellor of Planning, Budget, and Administration
Vice Chancellor of Research and Economic Development
Vice Chancellor, University Advancement
Vice Chancellor, Student Affairs
Dean, College of Humanities, Arts & Social Sciences
Dean, Graduate School of Education
Dean, University Extension
Associate Vice Chancellor of Enrollment Services
Director, Intercollegiate Activities

Delegation of Authority—Execution of Agreements

In a letter dated December 30, 1991 ([DA1058](#)), the President delegated to Chancellors, the authority to execute various service agreements required with outside organizations, agencies, and individuals to implement approved programs and activities, whether the University is the supplier or recipient of the service covered by the agreement. Within the scope of this delegation, the Chancellor is authorized to negotiate and execute all such agreements except those which contain provisions falling within the restrictions and limitations set forth in [Standing Order 100.4\(dd\)](#), or require approval of The Regents because of specific Regental policy, or require approval by the President pursuant to specific memoranda issued from time to time. This re-delegation supersedes all previous re-delegations related to DA1058.

This re-delegation is not to be used for the following transactions, which are covered under the noted re-delegations:

- Execution of purchase contracts, sub-contracts, and standards purchase orders for goods and services to be supplied to the University ([DA2100](#));
- Real property rental agreements ([DA2629](#))
- Solicitation and acceptance of execution of certain extramural grants and contracts ([DA2569](#))
- Affiliation agreements with other institutions or hospitals ([DA0916](#))
- Solicitation or acceptance of gifts ([DA2631](#)); and
- Those delegations established in Business and Finance Bulletins, such as [BUS 43: Purchases of Goods and Services, Supply Chain Management](#), or in University policies, such as the [University of California Patent Policy](#) or [University of California Policy on Copyright Ownership](#)
- The re-delegations are not to be used for foreign exchange and linkage agreements or for creating foreign affiliation agreements or memoranda of understanding.

Various Service Agreements Required with Outside Organizations, Agencies, and Individuals

In the letter noted above, the President delegated to each Chancellor the authority to execute various service agreements required with outside organizations, agencies, and individuals to implement approved programs and activities (e.g. revenue generating activities such as testing/analytics, sponsorships, short-term facility rentals and performance agreements not covered by delegations below). In accordance with the parameters detailed in that letter, I hereby re-delegate this broad authority to the following provided that all agreements under these re-delegation authorities must be executed in accordance with the applicable University policies and procedures governing the particular transaction, including, but not limited to, Business and Finance Bulletins:

- **Vice Chancellor of Planning, Budget and Administration**
- **Vice Chancellor of Research and Economic Development**

Additionally, specific and limited re-delegations for service agreements required with outside organizations, agencies, and individuals to implement approved programs and activities are provided as follows:

- All agreements under these re-delegation authorities must be executed in accordance with the applicable University policies and procedures governing the particular transaction, including, but not limited to, Business and Finance Bulletins.
- **Each agreement must be approved as to legal form by General Counsel prior to execution unless it is in a form previously approved by that office with the last two years and is issued without revision.**

1. Agreements for Concerts, Lectures, Rental of Films, and Various Theatrical or Musical Productions

In accordance with the letter noted above, I hereby re-delegate the authority as follows:

- **Dean, College of Humanities, Arts & Social Sciences** – authority to execute agreements for concerts, lectures, rental of films, and various theatrical or musical productions within your area of responsibility.
- **Vice Chancellor, University Advancement** – authority to execute agreements for concerts, lectures, rental of films, and various theatrical or musical productions within your area of responsibility.
- **Vice Chancellor, Student Affairs** – authority to execute agreements for concerts, lectures, rental of films, and various theatrical or musical productions within your area of responsibility.

2. Agreements with California Schools and/or School Districts for Teacher Training Programs

In accordance with the letter noted above, I hereby re-delegate the authority as follows:

- **Dean, Graduate School of Education** – authority to execute agreements with California schools and/or school districts for teacher training programs.

3. Agreements with Outside Agencies Covering the Use of Facilities and Instructors for Regular University Courses

In accordance with the letter noted above, I hereby re-delegate the authority as follows:

- **Dean, University Extension** – authority to execute standard Facilities Use Agreements pertaining to the rental of classroom or conference room space within UCR Extension Center. Requests for exceptions to the standard Facilities Use Agreements are to be coordinated with the campus Risk Coordinator prior to making any commitments.

4. **Agreements with Nonprofit Agencies for Employment of Students under the Work-Study Program**

In accordance with the letter noted above, I hereby re-delegate the authority as follows:

- **Associate Vice Chancellor of Enrollment Services** – authority to execute agreements with nonprofit agencies for employment of students under the Work-Study Program.

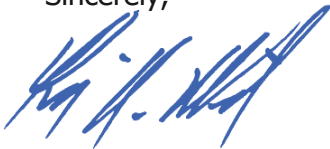
5. **Intercollegiate Athletic Agreements (Except Coaching Contracts)**

In accordance with the letter noted above, I hereby re-delegate the authority as follows:

- **Director, Intercollegiate Activities** – authority to negotiate and execute various agreements required for intercollegiate athletic events (except coaching contracts), which includes normal service-type contracts, e.g. game contracts, and concessions.

Again, these re-delegations supersede all previous delegations on the subject under DA1058.

Sincerely,



Kim A. Wilcox
Chancellor

cc: Office of the Provost
Office of the Vice Chancellor of Planning, Budget, and Administration
Office of the Vice Chancellor of Research and Economic Development
Office of the Vice Chancellor of University Advancement
Office of the Vice Chancellor of Student Affairs
College of Humanities, Arts, and Social Sciences
Graduate School of Education
UCR Extension
Intercollegiate Activities
UCR Delegation of Authority Coordinator