

CONTRACT SIGNATURE AUTHORITY MATRIX

UNT System

CONTRACT TYPE	DESCRIPTION	LEVEL OF AUTHORITY (\$)	SIGNATORY TITLE	CURRENT SIGNATORY
All contracts for the System, the System Administration, and the Institutions	Any	No limit, unless limited by any required Board approval	Chancellor or designee	Dr. Michael R. Williams
All contracts for the System, the System Administration, and the Institutions	Any	No limit, unless limited by any required Board approval	Deputy Chancellor	Susan Alanis
Legal Services	Legal services for the Board, the System, the System Administration, and/or the Institutions	\$1,000,000, with the concurrence of the Chancellor or the Board Chair	Vice Chancellor and General Counsel	Alan Stucky
Audit Services	Audit services for the Board, the System, the System Administration, and/or the Institutions.	\$1,000,000, with the concurrence of the Chancellor, the Board Chair, or the Chair of the Audit Committee	Chief Internal Auditor	Ninette Caruso
Contracts/POs for goods or services related to	<ul style="list-style-type: none"> UNTS Strategic Infrastructure, Planning, and Construction UNTS component institution related to construction and facilities closing documents for the lease or purchase of real property POs for goods or services for UNTS or its component Institutions 	\$1,000,000	Vice Chancellor for Strategic Infrastructure Planning and Construction (SIPC)	Ryan Swanson
Contracts/POs for goods or services related to	<ul style="list-style-type: none"> UNTS Strategic Infrastructure, Planning, and Construction UNTS component institution related to construction and facilities closing documents for the lease or purchase of real property POs for goods or services for UNTS or its component Institutions 	\$1,000,000	Deputy Vice Chancellor for Planning, Design & Construction	
Procurement Contracts	Contracts for the procurement of goods or services	\$1,000,000	Associate Vice Chancellor for Strategic Acquisition (Chief Procurement Officer)	Jamon Hill
Procurement & Revenue Contracts	<ul style="list-style-type: none"> All acquisition instruments for UNTS, UNT, UNTHSC, and UNTD, for the procurement of goods or services 	\$500,000	All Directors and Senior Directors in Procurement	Patrice Victor Cory Ward Jilly Roys Beth Green

	<ul style="list-style-type: none"> Revenue contracts except for those directly related to clinical services or property leases. 			
Purchase Orders	POs for the procurement of goods or services for UNTS	\$500,000	Senior Buyers & Buyers, Procurement Services	

UNT Denton

CONTRACT TYPE	DESCRIPTION	LEVEL OF AUTHORITY (\$)	SIGNATORY TITLE	CURRENT SIGNATORY
All UNT Denton Contracts	Any (Note: this position signs UNTS Intrasystem agreements for campus)	No limit, unless limited by any required Board approval	President UNT	
All UNT Denton Contracts	Any (Note: this position signs UNTS Intrasystem agreements for campus)	No limit, unless limited by any required Board approval	CFO UNT	Clayton Gibson
Research Grants, Contracts & Proposals	Contracts or grant proposals and/or awards for sponsored research, Subcontracts and institutional support grants, Licensing contracts or transferring rights in intellectual property, technology or products, protectable by patents, copyright, or constituting a trade secret or unpatented technological know-how	up to \$5,000,000	Vice President of Research and Innovation UNT	Pamela Padilla
			Associate Vice President of Research and Innovation UNT	Michael Rondelli
Research Grants, Contracts & Proposals	Research compliance agreements, Research services centers/agreements, Visiting scientist agreements	up to \$1,000,000	Vice President of Research and Innovation UNT	Pamela Padilla
			Associate Vice President of Research and Innovation UNT	Michael Rondelli
Research Grants, Contracts & Proposals	Purchase agreements for research and/or grants, including but not limited to the purchase of equipment, software, supplies or services that are to be paid for with VP for Research and Innovation accounts and/or grant funds	up to \$500,000	Vice President of Research and Innovation UNT	Pamela Padilla
			Associate Vice President of Research and Innovation UNT	Michael Rondelli
Research Grants & Contracts	Grants and contracts up to including proposals and/or awards for sponsored research, subcontracts and institutional support grants, and memorandums of understanding (MOU)	up to \$2,500,000	Assistant Vice President of Grants and Contracts Administration UNT	Charles Tarantino
Research Grants & Contracts	Research services centers/agreements contracts	up to \$1,000,000	Assistant Vice President of Grants and Contracts Administration UNT	Charles Tarantino
Research Grants & Contracts	Purchase agreements, related to research and/or grants, including but not limited to the purchase of equipment, software, supplies or services that are to be paid for with Vice President for	up to \$500,000	Assistant Vice President of Grants and Contracts Administration UNT	Charles Tarantino

	Research and Innovation accounts and/or grant funds			
Sponsored Research Grants, Contracts, & Licensing	All contracts for sponsored research, subcontracts, institutional support contracts and contracts licensing or transferring rights in intellectual property, technology or products protectable by patents, copyright, or constituting a trade secret of unpatented technological know how	\$1,000,000	Associate Vice President of Research Commercialization and Agreements UNT	Michael Rondelli
Gifts, Philanthropic Contracts	Philanthropic grants, contracts and agreements related to bequests or gifts	\$500,000	Vice President for University Advancement UNT	Brandon Buzbee
Construction Contracts	Contracts for UNT construction and facilities	\$1,000,000	Associate Vice President for Facilities UNT	Jeffery Brown
All contracts for the Institution	All contracts for the Institution	\$1,000,000	Associate VP for Budget and Analytics UNT	Walter Itoman
Athletic game contracts	Athletic game contracts	\$500,000	Vice President and Director of Athletics UNT	Jared Mosley
See description →	Non Disclosure Agreements (NDA), Confidential Disclosure Agreements (CDA), Materials Transfer Agreements (MTA), Option Agreements, Licenses	\$500,000	Associate Vice President for Economic Development UNT	
See description →	Book publication agreements, Foreword/chapter agreements, Book distribution agreements, Co-publication/book import agreements, Journal editor contract for journal publications, Translation or serial rights agreements, Agreements with third party electronic book vendors, Television/motion picture rights agreements, Any contract to revise a distribution agreement with our Consortium distributor, Texas A&M University Press	\$500,000	Provost and Vice President for Academic Affairs UNT	Michael A. McPherson

UNT Health Science Center

CONTRACT TYPE	DESCRIPTION	LEVEL OF AUTHORITY (\$)	SIGNATORY TITLE	CURRENT SIGNATORY
All UNT Health Science Center Contracts	Any	No limit, unless limited by any required Board approval	President UNTHSC	Sylvia Trent-Adams
All UNT Health Science Center Contracts	Any	No limit, unless limited by any required Board approval	COO UNTHSC	Ruth Roman
All UNTHSC Contracts	Any	Up to \$1 million	Chief Fiscal Officer UNTHSC	Kemptor "Kemp" Louis

Purchasing and Revenue	Purchasing and Revenue	up to \$500,000	Director of Contract Administration	Patrice Victor
Clinical Trials Agreements	Clinical Trials or investigational study agreements	up to \$500,000	VP of Research	Brian Gladue
Clinical Trials Agreements	Contracts specific to industry-initiated, industry-sponsored human clinical trials	up to \$250,000	Dean of the Texas College Osteopathic Medicine UNTHSC	Frank Filipetto
Research Grants & Contracts	Research & research related contracts	up to \$500,000	VP of Research	Brian Gladue
		No limit, unless limited by any required Board approval	UNTHSC President	Sylvia Trent-Adams
Grants, Sponsored Programs	Sponsored research, research related commercialization technology and intellectual property agreements, non-disclosure agreements, subcontracts, subawards and material transfer agreements related to research and/or grants	up to \$500,000	Assoc. VP, Research Admin. Exec. Director, Sponsored Research Director, Office of Sponsored Programs	Brian Gladue J. Thomas Cunningham Karissa O'Brien Myriah Roberts Aseret Garcia
		No limit, unless limited by any required Board approval	UNTHSC President	Sylvia Trent-Adams
HSC Health Contracts	Clinical operations and services, third party payor, provider service agreements	up to \$250,000	VP for Finance & Administration/COO for HSC Health	AJ Randolph
		up to \$500,000	Sr. VP of Clinical Innovation HSC Health	AJ Randolph
HSC Health Contracts	Clinical faculty contracts	up to \$500,000	VP for Finance & Administration/COO for HSC Health	AJ Randolph
Academic Contracts	Academic partnership agreements, affiliation agreements, UME and GME agreements, faculty contracts	up to \$500,000	Provost and Executive Vice President for Academic Affairs	Charles Taylor
Operations Contracts	Maintenance, service, and construction contracts for facilities and utilities, Facility leases	up to \$250,000	Vice President of Operations UNTHSC	
Gifts	Gift agreements	up to \$250,000	Interim Sr. VP Institutional Advancement & Communications	Ruth Roman
		No limit, unless limited by any required Board approval	UNTHSC President	Sylvia Trent-Adams

UNT Dallas

CONTRACT TYPE	DESCRIPTION	LEVEL OF AUTHORITY (\$)	SIGNATORY TITLE	CURRENT SIGNATORY
All UNT Dallas Contracts	Any	No limit, unless limited by any required Board approval	President UNTD	

All UNT Dallas Contracts	Any	No limit, unless limited by any required Board approval	CFO UNTD	Arthur Bradford
Research Grants, Contracts & Proposals	Federal, state, and private proposals, grants, contracts, agreements and related documents for sponsored research/programs	up to \$500,000	Executive Director for Research & Development UNTD	Alicia Brossette
Research Grants, Contracts & Proposals	Federal, state, and private proposals, grants, contracts, agreements and related documents for sponsored research/programs	up to \$500,000	Grant Writer and Administrator UNTD	

Notes:

RR 03.902 Authority of the Board.

Pursuant to Texas Education Code § 105.108, the Board has authority to contract on behalf of the System, the System Administration, and the Institutions, and may delegate to an employee of the System Administration or an Institution the authority to negotiate, execute, and approve contracts. No person has the authority to bind the System, the System Administration, or an Institution contractually except in accordance with this Regents Rule. A contract that is not approved in accordance with this Regents Rule is void.

https://www.untsystem.edu/board-regents/documents/rr/rr_03.900_contracts_agreements_041824.pdf

- Delegations must be in writing, clearly state the extent of the authority delegated, and state if and to what extent the authority may be further delegated. A delegation must be retained by the delegee, and a copy must be provided to the UNTS Office of General Counsel.
 - NOTE: Delegations outline in RR 3.9 may not be also formally documented in a separate memo.
- Contract value is determined cumulatively.
- This document is provided as a **guide** and is continually subject to changes/updates.
- This list may not include all further (subdelegations) of the individuals listed. For questions, check with the [UNTS Office of General Counsel | Legal Operations Business Manager](#) or the UNTS Office of Contract Administration.