

**DELEGATIONS OF AUTHORITY**

University of South Florida 4202 East Fowler Avenue

33620-4301

the only designated signatory authority for entering into contracts is established by a specific Delegation of Signatory Authority as referenced in paragraph (1) above.

- b. Vice Presidents are granted the following additional types of authority within their areas of responsibility:
  - i. Decisions regarding personnel including change of status, travel and related expenses, outside activity, terms of resignation and termination, and mutual releases to waive claims, except:
    - a) Approval by President: The change of employment status of permanent Vice Presidents at any level, Deans, and Chairperson of Academic Departments need prior approval of the President;
    - b) Approval by Senior Vice President, Chief Human Resources and Administrative Officer: The change of employment status of USFPS and A&P employees vests only in the Senior Vice President, Chief Human Resources and Administrative Officer ; and
    - c) Approval of Office of General Counsel: The retention of outside legal counsel
  - ii. Decisions regarding the approval of the use of state funds for the payment of membership dues of the University and University employees in professional or other organizations;
  - iii. Decisions regarding leaves of absence of all personnel; and
  - iv. Decisions regarding administration of the operating budget and expenditures of allocated resources in their respective departments.
- c. Vice Presidents, Chief Officers, Executive Directors, and their designees have the responsibility for Regulation and Policy development (including establishing and implementing). The Office of the General Counsel has the authority to promulgate and publish the Regulations and Policies in accordance with the [Board of Governors Regulation Development Procedure for State University Boards of Trustees](#) and [USF Policy 0-001 Regulation and Policy Development](#).

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