

**Delegations of Contract Signing Authority
University of Rochester Policy on
Contracts, Signatures and Financial Authority**

Delegating Officer: Dean of the Faculty of Arts, Science and Engineering

Subject to the qualifications below, the Dean of the Faculty of Arts, Sciences and Engineering delegates his authority generally to the following offices:

- (1) Dean of the College
- (2) Dean of the School of Arts and Sciences
- (3) Dean of the Hajim School of Engineering and Applied Sciences
- (4) Dean of Admissions and Financial Aid
- (5) Senior Financial Officer of the College of Arts, Sciences and Engineering
- (6) Director of Athletics
- (7) Dean of Students

The persons holding these offices may sign Contracts (and approve those signed in Corporate Purchasing), provided that such Contracts impact solely the programs, operational areas and budgets they oversee and do not affect other systems or budgets within the College of Arts, Sciences and Engineering.

The authority described here is limited to those Contracts that are not expected to have a long-term or significant impact upon the finances or operations of the College of AS&E or to generate significant publicity, positive or negative. All those delegated authority are expected to use their common sense and good judgment in addressing such matters with the Dean before approving or signing any Contracts.

Certain other specific Contract types are further delegated to the offices below, with the same caveat as described above with respect to Contracts having long-term or significant impacts inside or outside the specific area involved.

Speaker/Performer	Associate Dean of Students
Student Organization-related	Associate Dean of Students
Facility Use (Wilson Commons)	Associate Dean of Students

Delegations of Contract Signing Authority University of Rochester Policy on Contracts, Signatures and Financial Authority

**Delegating Officer: Dean of the School of Medicine and Dentistry, CEO of URM
& Sr. Vice President for Health Sciences**

DELEGATION OF AUTHORITY FORM

I, **David Linehan, M.D.**, Chief Executive Officer of the University of Rochester Medical Center and Dean of the School of Medicine and Dentistry, hereby delegate to the Senior Associate Dean of Finance and Operations in the School of Medicine and Dentistry, and to the other staff in School of Medicine and Dentistry Finance and Operations listed below, the authority to approve and sign the following contracts, forms and other documents on my behalf under the University of Rochester Policy on Contracts, Signatures and Financial Authority, and/or other University, Medical Center or School of Medicine and Dentistry policies and procedures.

Such authority is limited to matters pertaining directly to the School of Medicine and Dentistry; and further limited to contracts and other commitments involving a total University expenditure of \$1,000,000 or less.

<u>Contract/Document Type</u>	<u>Delegee</u>	<u>Limitations</u>
VA Assignment Agreements and Amendments Memoranda of Understanding/ Abstracts for Rental Agreements On-line Education Agreements	Sr. Associate Dean and Assoc. Dean of Finance & Operations (Mikols, Washington); Director of Finance & Operations (Chan)	
Service Agreements: <ul style="list-style-type: none"> Monroe County, NYS, School District, EMS, Fire District Service Agreements Data processing, vivarium, testing, consulting 	Sr. Associate Dean and Assoc. Dean of Finance & Operations (Mikols, Washington); Director of Finance & Operations (Chan)	
Grant related sign-off forms Clinical Materials Services Unit Contracts/Agreements/ Amendments	Sr. Associate Dean and Assoc. Dean of Finance & Operations (Mikols, Washington); Director of Finance & Operations (Chan); Sr. Financial Analyst (R. Smith)	
Expense Reimbursement Forms (F-3 Travel and Conference) for Department Chairs, Center Directors and Associate Deans	Sr. Associate Dean and Assoc. Dean of Finance & Operations (Mikols, Washington); Director of Finance (Chan); Financial Analyst (Cicero); Sr. Financial Analyst (R. Smith)	

**Delegations of Contract Signing Authority
University of Rochester Policy on
Contracts, Signatures and Financial Authority**

**Delegating Officer: Dean of the School of Medicine and Dentistry, CEO of URM
& Sr. Vice President for Health Sciences (continued)**

<u>Contract/Document Type</u>	<u>Deegee</u>	<u>Limitations</u>
Personnel/HR Forms	Sr. Associate Dean and Assoc. Dean of Finance & Operations (Mikols, Washington); Director of Finance & Operations (Chan); Financial Analysts (Cicero, Nesbit); Sr. Financial Analyst (R. Smith)	Signature on new faculty hire start-up funding packages is delegated only to Sr. Associate Dean of Finance & Operations (Mikols); Dir of Finance & Operations (Chan)

In the event that an individual named above is no longer employed in the Office of Finance & Operations in the School of Medicine and Dentistry, the authority delegated to them in this document will be automatically revoked, and their successor shall be deemed to have such authority unless revoked by me.

This delegation supersedes all prior delegations made to the same individuals.

This delegation shall be effective as of March 1, 2024 and shall remain in effect until revoked by me or my successor.



David Linehan, M.D.



Date

cc: Office of Counsel

**Delegations of Contract Signing Authority
University of Rochester Policy on
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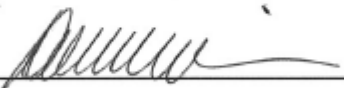
**Delegating Officer: Dean of the School of Medicine and Dentistry, CEO of URM
& Sr. Vice President for Health Sciences (continued)**

DELEGATION OF AUTHORITY FORM

I, David Linehan, MD CEO and Dean of the School of Medicine and Dentistry hereby delegate to Martin Zand, MD, Senior Associate Dean for Clinical Research my authority under the University of Rochester Policy on Contracts, Signatures and Financial Authority to sign the following type(s) of contracts that come through Expanded Access. The Expanded Access process allows for the treatment of patients with on-FDA approved therapeutics, outside of a clinical trial. Such agreements and documents may include and are not limited to:

- Confidentiality agreements
- Non-disclosure agreements
- Clinical trials contracts
- Clinical trial agreements
- Letters of agreements

This delegation shall remain in effect until revoked by me or my successor.



David Linehan, MD
CEO, URM
Dean of the School of Medicine and Dentistry
Senior Vice President for Health Sciences

4/6/24

Date

Cc: Office of Counsel
Office of Research and Project Administration
Institutional Review Board
Office of Regulatory Support

**Delegations of Contract Signing Authority
University of Rochester Policy on
Contracts, Signatures and Financial Authority**

Delegating Officer: Dean of the School of Nursing

Contract Type	Office	Limitations
All purchases and financial-related <i>(excluding faculty appointments and academic program/affiliation)</i>	Associate Dean of Finance and Administration	up to \$500,000

**Delegations of Contract Signing Authority
University of Rochester Policy on
Contracts, Signatures and Financial Authority**

Delegating Officer: Dean of the Eastman School of Music

Subject to the qualifications below, and effective 7 January 2019, the Dean of the Eastman School of Music delegates his authority to the following offices:

- (1) Senior Associate Dean of Academic and Student Affairs,
- (2) Executive Director of Operations, and
- (3) Executive Director of Finance and Administration.

These individuals may sign Contracts (and approve those signed in corporate purchasing), provided that such Contracts impact solely the programs, operational areas and budgets they oversee and do not affect other systems or budgets within the Eastman School of Music.

The authority described here is limited to those Contracts that are not expected to have a long-term or significant impact upon the finances or operations of the Eastman School of Music or to generate significant publicity, positive or negative. All those delegated authority are expected to use their common sense and good judgment in addressing such matters with the Dean before approving or signing any Contracts.

**Delegations of Contract Signing Authority
University of Rochester Policy on
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Delegating Officer: Director, Memorial Art Gallery

Contract Type	Office	Limitations
Business Agreements <i>(e.g. Clothesline Festival, Gallery Council contracts)</i>	Director of Administration Deputy Director and COO	Excludes exhibitions and acquisitions
Rights and Reproductions	Asst. Visual Res Collection	
Art Loans	Museum Registrar	
Space Rentals and Events	Coordinator, Special Events	
Ad Agreements	Director of Marketing & Engagement	
General Curatorial Business and Loans	Curatorial Dept. Staff	

**Delegations of Contract Signing Authority
University of Rochester Policy on
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Delegating Officer: Dean, River Campus Libraries

Contract Type	Office	Limitations
Library collection licenses and subscriptions	Assistant Dean for Information Management Services	
Information Technology licenses and purchases	Assistant Dean for Information Technology	

**Delegations of Contract Signing Authority
University of Rochester Policy on
Contracts, Signatures and Financial Authority**

Delegating Officer: Dean of the Simon School of Business

Contract Type	Office	Limitations
Confidentiality and Non-Disclosure agreements (NDAs)	Sr. Associate Dean for Faculty and Research Sr. Associate Dean for Program Development	Counsel review required
Facilities: University Facility Use Agreements	Executive Director of Finance and Operations	
Financial: equipment leases	Executive Director of Finance and Operations	Counsel and purchasing review if new or if there are unusual terms
Faculty Appointments and Salary Letters, research expenses and requisitions	Sr. Associate Dean for Faculty and Research	All other than Assistant/Associate Deans
Staff Appointments and Salary Letters, budget expenses and requisitions	Sr. Associate Dean for Faculty and Research	All other than Assistant/Associate Deans
Onsite or Offsite events (hotel, caterer, event managers, etc.)	Executive Directors	Review by Executive Director of Finance and Operations if over \$25,000.
Consulting Agreements	Executive Directors	Review by Executive Director of Finance and Operations if over \$25,000.
Information Technology Agreements	Executive Director of Finance and Operations	Renewals

**Delegations of Contract Signing Authority
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Delegating Officer: Dean of the Simon School of Business (cont'd):

Contract Type	Office	Limitations
Information Technology Agreements	Sr. Associate Dean for Faculty and Research	New agreements
Publicity; Outside use of University Name and Marks	Executive Director for Marketing and Communications Sr. Associate Dean for Faculty and Research	For marketing related items For use by faculty

**Delegations of Contract Signing Authority
University of Rochester Policy on
Contracts, Signatures and Financial Authority**

Delegating Officer: Provost

Contract Type	Office	Limitations
Inter-institutional Agreements (IIA) concerning research involving Human Subjects	Chair, RSRB	
Information Technology <ul style="list-style-type: none"> Financial approval and signing authority for central administration Related Contracts that are within approved budget managed by CIO and for major Contracts with University-wide impact or that create a University-wide commitment Consultative authority on all others 	University CIO	Authority to approve and sign major systems and projects is joint, as described in Policy on Contracts. Signatures and Financial Authority

**Delegations of Contract Signing Authority
University of Rochester Policy on
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Delegating Officer: Senior Vice President for Institutional Resources

Contract Type	Office	Limitations
All	Assoc VP for Investments and Assistant Treasurer Senior Investment Officer and Assistant Treasurer	

**Delegations of Contract Signing Authority
University of Rochester Policy on
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**Delegating Officer: Executive Vice President for Administration & Finance
& Chief Financial Officer**

In general, the Sr. VP/CFO delegates Contract approval and signing authority to the following:

Associate Vice President for Budgets and Planning

Director of University Audit

Associate Vice President for Facilities

Director of Environmental Health and Safety

Director of Auxiliary Operations

Executive Director of Planning and Project Management

University Controller

Associate Vice President for Human Resources

Director of Corporate Purchasing

The delegation given hereby is limited as follows: the above offices are delegated authority to approve and sign Contracts that are (1) within their area of operational authority; (2) within their budgets; AND (3) not otherwise within the signing authority given to another office in the Policy on Contracts, Signatures and Financial Authority. Specifically, the Director of Corporate Purchasing is charged with the authority to sign most Contracts for the purchase of goods and services for the University.

As always, holders of the above office should consult with the Sr. VP/CFO before committing to or signing any Contract that would create a significant, unusual, long-term or reputational impact. On that question, they should let common sense be their guide.

**Delegations of Contract Signing Authority
University of Rochester Policy on
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**Delegating Officer: Executive Vice President for Administration & Finance
& Chief Financial Officer**

**OFFICE OF THE EXECUTIVE VICE PRESIDENT FOR ADMINISTRATION & FINANCE
AND CHIEF FINANCIAL OFFICER**

Elizabeth A. Milavec
Executive Vice President for Administration & Finance and
Chief Financial Officer



Memorandum

To: Andrea Wright
From: Elizabeth Milavec
Date: April 10, 2024
Subject: Signature Authority

A handwritten signature in blue ink, appearing to be "EMilavec", written over the printed name.

Effective immediately, I hereby delegate to you, as Associate Vice President, Real Estate, Portfolio Management and Planning, the authority to approve and sign the following agreements and documents on behalf of the University under the University of Rochester Policy on Contracts, Signatures and Financial Authority:

- all lease agreements for real property with total rental costs of < \$1,000,000;
- all lease amendments for real property with total additional rental costs of < \$1,000,000;
- all commencement agreements, subordination and nondisturbance agreements, estoppels, or other similar agreements or documents related to any lease of real property, provided that such agreements or documents provide for no increase in total rental costs of < \$1,000,000.

As always, you should consult with the Executive Vice President for Administration & Finance and Chief Financial Officer before committing to or signing any contract that would create a significant, unusual, long-term or reputational impact.

This delegation will remain in effect until revoked by me.

Cc:
Adam Anolik
Amber Foster
Mike Neiderbach
Mark Wright
Mike Zanghi
Office of Counsel

208 Wallis Hall · Box 270023 · Rochester, NY 14627-0023
585.275.2800 · emilavec@finance.rochester.edu

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Delegating Officer: Vice President for Communications

Contract Type	Office	Limitations
All	Associate VP for Medical Center Public Relations & Communications	Only as to contracts exclusively affecting the Medical Center
Permissions to film/record on University property and/or to use University owned media content (non-Medical Center)	AVP for Communications	Only for non-commercial use of film/recordings

**Delegations of Contract Signing Authority
University of Rochester Policy on
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Delegating Officer: Vice President and General Counsel

Contract Type	Office	Limitations
All <i>(including the specific contract types listed below)</i>	<ul style="list-style-type: none"> • Deputy General Counsel • VP/General Counsel to the Medical Center 	Only when delegate has determined that the VP/General Counsel is unavailable and there is a pressing need for signature
Settlement Agreements <i>(non-MCIC related)</i> <i>(including terms reached at conclusion of a mediation)</i>	Senior Counsel or above	Only: <ul style="list-style-type: none"> • after consultation with the VP/General Counsel; and • relating to matters worked on by the signing attorney
Settlement Agreements <i>(MCIC related)</i> <i>(including terms reached at conclusion of a mediation)</i>	Senior Counsel or above	Only: <ul style="list-style-type: none"> • after consultation with the AVP for Risk Management, VP/General Counsel to the Medical Center or VP/General Counsel; and • relating to matters worked on by the signing attorney
Agreements To Mediate <i>(with mediators and opposing counsel with a goal of mediation)</i>	Senior Counsel or above	Only: <ul style="list-style-type: none"> • after consultation with the AVP for Risk Management, VP/General Counsel to the Medical Center, VP/General Counsel, or Deputy General Counsel

Approved: Donna Gooden Payne, Vice President & General Counsel
Dated: September 1, 2022

**Delegations of Contract Signing Authority
University of Rochester Policy on
Contracts, Signatures and Financial Authority**

Delegating Officer: Senior Vice President for University Advancement

Contract Type	Office	Limitations
Events, Speakers, & Performers	Advancement AVP level (all)	Approval up to 150K; anything above requires SVP approval
Events, Speakers, & Performers	Advancement Exec. Director level (all) Advancement Sr. Director level (all) Advancement Director level (all)	Approval up to 150K; anything above requires SVP approval
Events, Speakers, & Performers	Advancement Sr. Assoc. Director level (all) Advancement Assoc. Director level (all) Advancement Asst. Director level (all) Advancement Development Mgr. (all)	Approval up to 25K; anything above requires Director, or higher, level approval
Consulting Agreements	Advancement AVP level (all)	Office of Advancement Administration and Finance
Gift Agreements	https://advancement.ur.rochester.edu/SitePages/forms-and-policies-products-and-services.aspx	

Approved by: Thomas J. Farrell, Senior Vice President for Advancement

Dated: December 20, 2018

**Delegations of Contract Signing Authority
University of Rochester Policy on
Contracts, Signatures and Financial Authority**

Delegating Officer: Director of the Office of Research and Project Administration

UR VENTURES




Delegation of Signature Authority
University of Rochester/Medical Center
UR Ventures
October 8, 2021

The undersigned hereby certifies in his capacity as Interim Vice President for Research that Harl Tolbert, acting in his capacity as Associate Vice President for UR Ventures is authorized to approve and execute all contracts, agreements, and other binding legal instruments presented in the name of the University of Rochester, which are usual, necessary, and appropriate for the operation of the Medical Center and River Campus technology transfer programs. Such agreements and documents may include and are not limited to licenses, options, confidentiality agreements, material transfer agreements and documents required by the U.S. Patent and Trademark Office and the U.S. Copyright Office.

Certified:

Acknowledged:


Stephen D. Whurst
Interim Vice President for Research


Harl Tolbert
Associate Vice President
UR Ventures

601 Elmwood Avenue • P.O. Box URV • Rochester, NY 14642
585.276.6600 • 585.785.8829 fax • www.rochester.edu/ventures

**Delegations of Contract Signing Authority
University of Rochester Policy on
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Delegating Officer: Dean of the Warner Graduate School of Education

Contract Type	Office	Limitations
All contracts directly involving the Warner Center for Professional Development and Education Reform	Director of the Warner Center for Professional Development & Education Reform	