

President's Delegations of Authority

Delegated Authority

Certify that projects submitted by Texas Southern University for approval by the Texas Higher Education Coordination Board Commissioner meet the criteria and requirements for such submittals.

Negotiate, execute, and administer all contracts (revenue/expenditure) and procurement of equipment, goods, and services, or extension, modification or renewal of existing contracts, less than \$50,000 that do not require approval by the TSU Board of Regents, along with related documents and instruments.

Negotiate, execute, and administer all contracts (revenue/expenditure) and procurement of equipment, goods, and services, or extension, modification or renewal of existing contracts within the area of the Department of Athletics less than \$50,000, that do not require approval by the TSU Board of Regents, along with related documents and instruments.

Negotiate, execute, and administer all coaches contracts less than \$50,000.

Give prior written approval for domestic travel and the payment/reimbursement of associated travel expenses for faculty and staff in your area of responsibility.

Designee

Vice President for Administration

Provost, Vice President for Finance, or Vice President for Administration

Vice President for Finance

Athletics Director

Executive Vice President, Provost, Vice Presidents, General Counsel, Athletics Director

Give prior written approval for domestic travel and the payment/reimbursement of associated travel expenses for members of the TSU Board of Regents and staff members in the President's Office, the Board of Regents' Office and the Internal Audit Office.

President's Chief of Staff

Approve purchases and reimbursements for members of the TSU Board of Regents and staff members in the President's Office, Board of Regents' Office, and Internal Audit Office.

President's Chief of Staff

Approve budget transfers, personnel actions and staff requests, excluding those which require additional funds or an increase in FTE in excess of the current fiscal year's budget, in your area of responsibility. (Since we are currently under a freeze on hiring and a freeze on salary increases, any new hires and/or salary increases must be approved in advance by the president.)

Executive Vice President,
Provost, Vice Presidents,
General Counsel,
Athletics Director

Approve budget transfers, personnel actions, leave requests, payroll time sheets, and staff requests and appointments, excluding those which require additional funds or an increase in FTE in excess of the current fiscal year's budget, for staff members in the President's Office, Board of Regents Office, and Internal Audit Office.

President's Chief of Staff

Set fees for each continuing education course in an amount sufficient to permit Texas Southern University to recover the costs of providing the fee.

Provost

Approve Inter-Agency Agreements of less than \$50,000 (SORM, Worker's Compensation, etc.)

Vice President for
Finance or Vice President
for Administration

Approve institutional, organizational, and professional memberships.

Vice President for Finance

Subject to the delegation to execute contracts noted above, sign all documents related to contracts for selection of architects, consultants and other professional services.

Vice President for Administration

Sign to commission University peace officers.

Vice President for Administration

Accept service of complaints and other legal process on behalf of the University and/or the President.

Legal Counsel

Negotiate, execute, and administer all contracts/agreements with outside counsel, less than \$50,000.

General Counsel

Approve and pay all institutionally controlled funds presented to the Comptroller of Public Accounts

Current designees' names on file in the Office of the Vice President for Finance.