

Texas A&M University – Corpus Christi
President’s Delegation of Authority for Contract Administration
Fiscal Year 2025

General Delegations:

The Chancellor is delegated the authority to sign and approve contracts not specifically reserved by the Board of Regents in System Policy 25.07, *Contract Administration*. In accordance with System Policy 25.07, §6, the Chancellor may delegate authority to deputy chancellors, vice chancellors, CEOs or others to sign and approve these contracts. Furthermore, in accordance with System Policy 25.07, §6, the Chancellor has deleted to CEOs the authority to sign and approve contracts described in System Policy 25.07, §3, regardless of dollar value, with the exception of contracts described in System Policy 25.07, §3(b), and CEOs may delegate such authority to designees.

In accordance with System Policy 25.07.01, *Contract Administration, Delegations and Reporting*, the Delegation of Authority for Contract Administration for all contracts is shown on the following pages. In case of unavailability of the person who has the delegated authority, either the Deputy Chancellor, the Vice Chancellor for Business Affairs or Chief Administrative Officer is delegated the authority to execute the contract.

*Please be aware that the monetary categories noted in the below delegation of authority are subject to Board of Regents approval for certain contracts in accordance with System policies and regulations. In accordance with System Policy 25.07, §2, certain contracts that involve or exceed an annual consideration of \$500,000 or more or are longer than 5 years must be approved by the Board of Regents. Such dollar threshold does not apply to contracts described in System Policy 25.07, §3.

Legend:

Asst.	Assistant	OSRA	Office of Sponsored Research Administration
AVC	Associate Vice Chancellor	PD	Executive Director, Procurement
	[reserved]	PI	Principal Investigator Research
AVCC	Associate Vice Chancellor for Commercialization & Outreach	S-CFO	System Chief Financial Officer
AVPCIO	Associate Vice President & Chief Information Officer, Information Technology	SLMO	System Land Management Office
AVPR	Associate Vice President for Research	SOBA	System Office of Budgets & Accounting
BOR	Board of Regents	SP	System Policy
CAO	Chief Administrative Officer	SR	System Regulation

CEO	Chief Executive Officer / Member President	SREO	System Real Estate Office
CFO	Chief Financial Officer / Member VPFA	SRS	Texas A&M Sponsored Research Services – Director, Assoc. Executive Director, and Executive Director
CIO	Chief Information Officer	SYCO	System Marketing & Communications
DCIO	Deputy Chief Investment Officer	System	The Texas A&M University System
DIRC	Director of Infrastructure & Research Computing, Information Technology	TI	Texas A&M Innovation
DP	Director, Procurement Services	VCR	Vice Chancellor for Research
ECO	Export Control Officer	VCBA	Vice Chancellor for Business Affairs
EAVPO	Executive Associate Vice President, Operations	VCFSR	Vice Chancellor for Federal and Station Relations of the System
ED-BA	Executive Director, Business Affairs	VPA	Vice President for Intercollegiate Athletics
EVPR	Executive Vice President for Research	VPFA	Vice President for Finance & Administration
FPC	Facilities, Planning & Construction	VPIA	Vice President for Institutional Advancement
HUB	Historically Underutilized Business		
OGC	Office of General Counsel		

Notes:

1. REQUIRED GENERAL COUNSEL REVIEW (System Policy 25.07, §4): Unless otherwise stated in System Policies or System Regulations, all contracts that have a stated or implied consideration of \$200,000 or more must be submitted to OGC for review and approval as to form and legal sufficiency, unless exempted under the OGC contract review procedures and checklist that have been approved by the chancellor.
2. All contracts for goods or services must comply with System Regulation 25.07.03, *Acquisition of Goods and/or Services*. All purchases shall comply with State statutes relating to contracting with historically underutilized businesses and procurement of goods and services from persons with disabilities.
3. It is the responsibility of the person noted in the “Typical Routing for Departmental Review” section to signify in writing (via email or memorandum) that they have reviewed the contract before sending it to the next person on the list. It is the responsibility of the person noted in the “Authorization to Execute Contracts” sections to so note the complete routing and review certifications before signing the contract.

4. Government Code 2261.253 requires state agencies to post contracts for the purchase of goods or services from a private vendor that are valued at \$15,0000 or greater if using institutional funds and all contracts using appropriated funds. Please forward copies of all agreements to TAMU-CC’s Procurement department to ensure proper reporting is completed.
5. Questions regarding contract administration should be directed to Contracts Administration [as outlined in System Rule 25.07.99.S1, Contract Administration.](#)
6. University does not recognize contracts signed by University employees or agents as binding on the University unless the employee who signed the contract has duly delegated signature authority
7. Employees who sign contracts purporting to bind the University without authority may be personally liable to the contractor and the University, and may be subject to University disciplinary action, up to and including dismissal or discharge for cause.
8. Contracts, including electronic agreements, signed without proper authority shall not be binding on the University.
9. All previous delegations of authority are superseded and rendered void as of the effective date of this regulation.
10. Deputy Director and Director of RELLIS Campus are only authorized to sign contracts/agreements involving RELLIS Campus.

TYPE OF CONTRACT	TYPICAL ROUTING FOR DEPARTMENTAL REVIEW	AUTHORIZATION TO EXECUTE CONTRACTS *(Less than \$100,000) *(unless specified below)	AUTHORIZATION TO EXECUTE CONTRACTS (\$100,000 or greater)*
1. ADVERTISING AGREEMENTS			
1.1 Advertising Agreements	<ul style="list-style-type: none"> • Dean/Dept. Head • Director, Marketing • VP Institutional Advancement 	<ul style="list-style-type: none"> • Contract Manager <\$200,000 • Contract Coordinator <\$25,000 	<ul style="list-style-type: none"> • VPFA • President
2. AFFILIATION AGREEMENTS/AFFILIATION SERVICE AGREEMENTS			
2.1 Agreement with Foreign Governmental Bodies	<ul style="list-style-type: none"> • Dean/Dept. Head • Appropriate Vice President • or Provost 	<ul style="list-style-type: none"> • Provost • VPFA 	<ul style="list-style-type: none"> • VPFA • President

2.2	Private Companies & Foundations	<ul style="list-style-type: none"> • Dean/Dept. Head or Designee 	<ul style="list-style-type: none"> • VPIA 	<ul style="list-style-type: none"> • President
3. ARTICULATION AGREEMENTS				
3.1	Agreements with other institutions of higher education regarding transfer of courses	<ul style="list-style-type: none"> • Dean/Dept. Head • Appropriate Vice President or Provost 	<ul style="list-style-type: none"> • Provost 	<ul style="list-style-type: none"> • President
4. ATHLETIC AGREEMENTS *Per System Policy 25.07, §6, monetary categories above do not apply to certain athletic agreements in this section as described in System Policy 25.07, §3(d)				
4.1	Athletic Events <i>Scheduled NCAA sanctioned sporting events.</i>	<ul style="list-style-type: none"> • VPA 	<ul style="list-style-type: none"> • VPA <\$100,000 	<ul style="list-style-type: none"> • VPFA • President
	4.1.1 Athletic Game Guarantees	<ul style="list-style-type: none"> • VPA 	<ul style="list-style-type: none"> • VPA <\$100,000 	<ul style="list-style-type: none"> • VPFA • President
4.2	Athletic Event Sponsorship	<ul style="list-style-type: none"> • VPA 	<ul style="list-style-type: none"> • VPA <\$100,000 • Contract Manager <\$200,000 	<ul style="list-style-type: none"> • VPFA • President
4.3	Transportation Purchase Order Contracts	<ul style="list-style-type: none"> • VPA 	<ul style="list-style-type: none"> • Contract Manager <\$200,000 • Contract Coordinator <\$25,000 	<ul style="list-style-type: none"> • VPFA • President
4.4	Hotel Agreement	See §31.5	See §31.5	See §31.5
4.5	Athletic Facility Rental Agreements <i>Limited use of System property by outside entities.</i>	See §23.4	See §23.4	See §23.4
4.6	Recreational Sports Event Sponsorship	n/a	n/a	n/a
5. COLLECTION AGENCY AGREEMENTS				
5.1.	Collection of Accounts (See 5.1.1 below). All collection agency contracts, extensions and renewals are subject to and conditioned upon express written approval of the State Attorney General.			

<p>5.1.1 Collection Agency Agreements General Counsel acts as liaison to the Attorney General and shall retain executed copies (not originals) and approval all collection agency contracts for the System and its members.</p>	<ul style="list-style-type: none"> • Dean/Dept. Head • VPFA • OGC 	<ul style="list-style-type: none"> • President, VPFA or PD executes and OGC and the State Attorney General approve prior to Vendor execution. 	
<p>6. CONSTRUCTION CONTRACTS (SP 51.02, 51.04, SR 51.04.01) * Monetary Categories Above Do Not Apply to this Section.</p>			
<p>6.1 Minor Projects (Less than \$4,000,000)</p>	<p>See §28</p>	<p>See §28</p>	<p>See §28</p>
<p>6.2 Major Projects (\$4,000,000 or more, but less than \$10,000,000)</p>	<p>See §28</p>	<p>See §28</p>	<p>See §28</p>
<p>6.3 Architect/Engineer <i>Employment of Architect/Engineer for Consultant/Engineering Professional Services.</i></p>	<p>See §29</p>	<p>See §29</p>	<p>See §29</p>
<p>7. CONSULTING AGREEMENTS</p>			
<p>7.1 Statutory Consulting Agreements / <i>Acquisition of consulting services as defined by Texas Government Code §2254.021.</i></p>	<p>See §25</p>	<p>See §25</p>	<p>See §25</p>
<p>7.2 Statutory Consulting Agreements <i>providing consulting services to 3rd parties.</i></p>	<p>See §25</p>	<p>See §25</p>	<p>See §25</p>
<p>8. DONOR AGREEMENTS (SP 21.05, SR 21.05.01)</p>			
<p>8.1 Personal Property with Restrictions <i>(including indemnification) on Acceptance (including cash or cash equivalents) See SP 21.05.</i></p>	<ul style="list-style-type: none"> • Dean/Dept. Head 	<ul style="list-style-type: none"> • VPIA 	<ul style="list-style-type: none"> • VPIA
<p>8.2 Real Property <i>(including all bequests) All decisions involving accepting donations of real property should be coordinated through the SREO pursuant to SP 41.01.</i></p>	<p>See §23</p>	<p>See §23</p>	<p>See §23</p>

8.3 Intellectual Property Gifts	See §16.10	See §16.10	See §16.10
9. EMPLOYMENT APPOINTMENTS (See §29 for all of §9 below)			
9.1 Faculty Offer Letters (<i>Conditional letters of appointment to faculty</i>)			
9.1.1 Approval of Appointment Offers – Tenure with Appointment (<i>Rank of Professor, Associate Professor</i>)	See §29	See §29	See §29
9.1.2 Approval of Appointment Offers – Tenure-Track Faculty Appointments (<i>Rank of Associate Professor, Assistant Professor, Instructor</i>)	“	“	“
9.1.3 Approval of Appointment Offers – Non-Tenure Track Appointments (<i>e.g. Visiting Faculty Titles & Lecturer Titles</i>)	“	“	“
9.1.4 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Dean, Interim Dean, Acting Dean</i>	“	“	“
9.1.5 Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Academic Dean/Dept. Head, Interim Head, Acting Head</i>	“	“	“
9.1.6 Approval of Appointment Offers – Appointment and accompanying salary changes for faculty members appointed as <i>Director of an Academic Administrative Services Center or Institute</i>	“	“	“

9.1.7	Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Associate or Assistant Dean</i>	“	“	“
9.1.8	Approval of Appointment Offers – Appointment and accompanying salary changes as <i>Associate or Assistant Dean/Dept. Head, Departmental Division Head</i>	“	“	“
9.1.9	Approval of Appointment Offers – Faculty Appointments in excess of Budgeted 100% Assignment	“	“	“
9.1.10	Continuing and Extension Education	“	“	“
9.1.11	Other Instructional Agreements – Temporary Hires (<i>part-time faculty, adjunct faculty</i>)	“	“	“
9.1.12	Off-Campus Instruction	“	“	“
9.1.13	Graduate Assistants (<i>initial employment agreement for graduate student assistants</i>)	“	“	“
9.2	Non-Faculty Employment Appointments			
9.2.1	Approval of Appointment Offers – <i>Non-Classified Administrative Staff</i>	“	“	“
9.2.2	Approval of Appointment Offers – <i>Classified Support Staff</i>	“	“	“
9.2.3	Approval of Appointment Offers – <i>Staff in Excess of Budgeted 100% Assignment</i>	“	“	“
10. EMPLOYEE BENEFITS CONTRACTS – Risk Management				
10.1	Group Insurance Contracts/Policies and Administrative Agreements	System	System	System

11. EQUIPMENT LEASE AGREEMENTS			
<i>[TAMU-CC] as Lessor</i>			
11.1	Equipment Lease with Purchase Option <i>Non-employee (former faculty, research sponsor, etc.) rental for a specific period with fixed purchase option of [TAMU-CC]-owned equipment.</i>	<ul style="list-style-type: none"> • Dean/Dept. Head 	<ul style="list-style-type: none"> • Contract Manager <\$200,000 • VPFA • President
11.2	Equipment Lease for TAMU-CC] Related Activities <i>Non-employee (student, conference, etc.) rental for a specified period of [TAMU- CC]-owned vehicle or other equipment.</i>	<ul style="list-style-type: none"> • Dean/Dept. Head 	<ul style="list-style-type: none"> • Contract Manager <\$200,000 • VPFA • President
	11.2.1 Rental Vehicles (<i>Non-TAMU-CC Lessee</i>)	<ul style="list-style-type: none"> • Dean/Dept. Head 	<ul style="list-style-type: none"> • Contract Manager <\$200,000 • VPFA • President
	11.2.2 Equipment	<ul style="list-style-type: none"> • Dean/Dept. Head 	<ul style="list-style-type: none"> • Contract Manager <\$200,000 • VPFA
<i>[TAMU-CC] as Lessee</i>			
11.3	Equipment Lease with Purchase Option <i>Rental of equipment for [TAMU-CC] use with fixed option to purchase within a specified period (five years or less).</i>	<ul style="list-style-type: none"> • Dean/Dept. Head 	<ul style="list-style-type: none"> • Contract Manager <\$200,000 • VPFA
11.4	Equipment Lease (Rental) <i>Rental of equipment for [TAMU-CC] use for a specified period (five years or less).</i>	<ul style="list-style-type: none"> • Dean/Dept. Head 	<ul style="list-style-type: none"> • Contract Manager <\$200,000 • VPFA
12. FEDERAL & STATE REGULATORY AGREEMENTS			
12.1	Permits, Licenses, Declarations, Applications Filed with Regulatory Agencies	<ul style="list-style-type: none"> • Dean/Dept. Head/Director • Provost • VPFA 	<ul style="list-style-type: none"> • President • President
13. FINANCIAL CONTRACTS – Treasury Services			
13.1	System Depositories (SP 22.02)	<ul style="list-style-type: none"> • Treasury Services • PD>\$10,000 • OGC>\$200,000 	<ul style="list-style-type: none"> • Treasurer • DCIO • Treasurer • DCIO

13.2 Investment Management (SP 22.02)	<ul style="list-style-type: none"> • System 	<ul style="list-style-type: none"> • System 	<ul style="list-style-type: none"> • System
13.2.1. Investment Consultants and Advisors (subject to provisions of §24 Consultant Agreements)	<ul style="list-style-type: none"> • Treasury Services • PD>\$10,000 • OGC>\$200,000 	<ul style="list-style-type: none"> • Treasurer • DCIO 	<ul style="list-style-type: none"> • Treasurer • DCIO
13.2.2 Investment Management (SP 22.02)	<ul style="list-style-type: none"> • Treasury Services • PD>\$10,000 • OGC>\$200,000 	<ul style="list-style-type: none"> • Treasurer • DCIO 	<ul style="list-style-type: none"> • Treasurer • DCIO
13.3 Debt Management (SP 23.02, RFS, HEF and PUF)			
13.3.1 Financial Advisors (subject to provisions of §6 Consultant Agreements)	<ul style="list-style-type: none"> • Treasury Services • PD>\$10,000 • OGC>\$200,000 	<ul style="list-style-type: none"> • Treasurer • DCIO 	<ul style="list-style-type: none"> • Treasurer • DCIO
13.3.2 Bond Counsel (See §19 Legal)	<ul style="list-style-type: none"> • Treasury Services • PD>\$10,000 • OGC>\$200,000 	<ul style="list-style-type: none"> • Treasurer • DCIO • General Counsel 	<ul style="list-style-type: none"> • Treasurer • DCIO • General Counsel
13.4 Other Banking Functions (Custodial agreements, securities lending agreements)	<ul style="list-style-type: none"> • Treasury Services • PD>\$10,000 • OGC>\$200,000 	<ul style="list-style-type: none"> • Treasurer • DCIO 	<ul style="list-style-type: none"> • Treasurer • DCIO
14. GRANT PARTICIPATION AGREEMENTS (FEDERAL/STATE/LOCAL/PRIVATE) (NON-RESEARCH RELATED)			
14.1 Grants (sponsored projects) (See §26)	<ul style="list-style-type: none"> • Research and Innovation Office of Sponsored Research Administration (can be re-delegated by EVPR or AVPR to SRS) 	<ul style="list-style-type: none"> • EVPR • AVPR • Director OSRA 	<ul style="list-style-type: none"> • EVPR or designee (unlimited signature authority per System Policy 25.07. §3a)

14.2	Student Financial Aid	<ul style="list-style-type: none"> • Director Financial Aid • VP Enrollment Management 	<ul style="list-style-type: none"> • VPFA • President 	<ul style="list-style-type: none"> • VPFA • President
14.3	Funding Agreements (Academic)	n/a	n/a	n/a
14.4	Funding Agreements (Non-Academic)	n/a	n/a	n/a
14.5	Philanthropic Grants	<ul style="list-style-type: none"> • Institutional Advancement 	<ul style="list-style-type: none"> • VPIA • President 	<ul style="list-style-type: none"> • President • VPIA
15. INSURANCE-PARTIAL RISK TRANSFER CONTRACTS - Risk Management and Safety (Retention of Predetermined Limited Risk with Contractual Transfer of Excess Risk Exposure)				
15.1	Fleet Automobile and Motor Driven Liability Contract (Motorized autos and machinery driven by System employees.) Contract reviewed by the State Board of Insurance, Attorney General’s Office and the Texas Building and Procurement Commission.	<ul style="list-style-type: none"> • Risk Management • PD>\$1,000,000 • OGC>\$200,000 	<ul style="list-style-type: none"> • Director, Risk Management 	<ul style="list-style-type: none"> • Director, Risk Management (after OGC review) • S-CFO
15.2	Directors and Officers Liability Contract (Covers BOR, System Administrators, Faculty and Staff)	<ul style="list-style-type: none"> • Risk Management • PD>\$1,000,000 • OGC>\$200,000 	<ul style="list-style-type: none"> • Director, Risk Management 	<ul style="list-style-type: none"> • Director, Risk Management (after OGC review) • S-CFO
15.3	Healthcare Purchasers Professional Liability Contract (Professional / Fiduciary coverage for System Self-Insured Group Benefit Programs).	<ul style="list-style-type: none"> • Risk Management • PD>1,000,000 • OGC>\$200,000 	<ul style="list-style-type: none"> • Director, Risk Management 	<ul style="list-style-type: none"> • Director, Risk Management (after OGC review) • S-CFO

<p>15.4 Various Insurance – Partial Risk Transfer Contracts (Funding from Member / User)</p> <p>NOTE: The Office of Risk Management and Safety is responsible for all System-based Partial Risk Transfer Contracts. Risk Management must be contacted before any insurance is purchased.</p>	<ul style="list-style-type: none"> • Risk Management • PD>\$1,000,000 • OGC>\$200,000 	<ul style="list-style-type: none"> • Director, Risk Management 	<ul style="list-style-type: none"> • Director, Risk Management (after OGC review) • S-CFO
<p>15.5 Workers’ Compensation Insurance Claims processing or settlement</p>	<ul style="list-style-type: none"> • Risk Management • PD>\$1,000,000 • OGC>\$200,000 	<ul style="list-style-type: none"> • Director, Risk Management 	<ul style="list-style-type: none"> • Director, Risk Management (after OGC review) • S-CFO • General Counsel
<p>15.6 Administrative Contracts</p>	<ul style="list-style-type: none"> • Risk Management • PD>\$1,000,000 • OGC>\$200,000 	<ul style="list-style-type: none"> • Director, Risk Management 	<ul style="list-style-type: none"> • Director, Risk Management (after OGC review) • S-CFO
<p>16. INTELLECTUAL PROPERTY (SP 17.01) *Monetary categories above do not apply to this section per System Policy 25.07,§6</p>			
<p>16.1 Technology Transfer</p>			
<p>16.1.1 Patent License Agreement (<i>Technology Transfer</i>)</p>	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	
<p>16.1.2.1 Non-Patent License Agreement (<i>Technology Transfer</i>) System controlled or owned) trade secrets; non-patentable inventions; know-how; Plant Variety Protection Act; copyrights, etc.</p>	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	

16.1.2.2 Non-Patent License Agreement (<i>Technology Transfer</i>) (Member controlled or owned) copyrights that are not assigned to System for commercialization	<ul style="list-style-type: none"> • CEO • OGC 	<ul style="list-style-type: none"> • CEO executes
16.1.3.1 Trademark and Service Mark License (System controlled or owned)	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes
16.1.3.2 Trademark and Service Mark License (Member owned and licensed via System IP license agreement)	<ul style="list-style-type: none"> • CEO • TI • OGC • VCR 	<ul style="list-style-type: none"> • CEO approves for member and VCR approves and executes
16.1.3.3 Trademark and Service Mark License (Member owned and licensed)	<ul style="list-style-type: none"> • CEO • OGC 	<ul style="list-style-type: none"> • CEO executes
16.1.4.1 Software License (In-Bound)	See, §22.3	See §22.3
16.1.4.2 Software License (Out-Bound) System Owned	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes
16.1.4.3 Software License (Out-Bound) Member Owned	<ul style="list-style-type: none"> • CEO • OGC 	<ul style="list-style-type: none"> • CEO executes
16.1.4.4 Option Agreement for future License of Intellectual Property	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes
16.1.4.5 Inter-Institutional Agreement (educational institutions)	<ul style="list-style-type: none"> • TI • OGC 	<ul style="list-style-type: none"> • VCR approves and executes

<p>16.1.4.6 Assignment of Intellectual Property to Third Party (<i>IP does not exist at time of Sponsored Research Agreement</i>)</p>	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves waiver of ownership of IP created under Sponsored Research Agreement • Upon creation of IP, assignment executed by VCR
<p>16.1.4.7 Assignment of Intellectual Property to Third Party (<i>Existing IP</i>)</p>	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • Approval of Chancellor via OGC process • Assignment executed by VCR
<p>16.1.4.8 Intellectual Property Release to IP Creator</p>	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes
<p>16.1.4.9 Material Transfer Agreement covering System Intellectual Property (<i>Commercial and Non-Commercial</i>)</p>	<ul style="list-style-type: none"> • CEO • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes
<p>16.2 Disclosure and Protection of Intellectual Property</p>		
<p>16.2.1 Invention/Software Copyright Disclosure</p>	<ul style="list-style-type: none"> • IP Creator • TI • ECO 	<ul style="list-style-type: none"> • N/A
<p>16.2.2.1 IP Creators Sharing Agreement (usually included in IP Disclosure)</p>	<ul style="list-style-type: none"> • IP Creators • TI 	<ul style="list-style-type: none"> • If IP Creators cannot agree within 3 months of disclosure, then member CEO decides sharing for IP Creators

16.2.2.2 IP Creators Multiple IP Relative Weight Agreement	<ul style="list-style-type: none"> • IP Creators • TI • OGC 	<ul style="list-style-type: none"> • If IP Creators still employed at System cannot agree within 3 months of execution of a license, then VCR decides relative weighting of IP in license agreement 	
16.2.3 Intellectual Property Application and Prosecution (patents; copyright; registrations; trademark applications; plant variety protection act certificates)	<ul style="list-style-type: none"> • IP Creator • TI • OGC for trademarks • VCR 	<ul style="list-style-type: none"> • TI controls prosecution and registrations 	
16.2.5 Intellectual Property Application and Prosecution for Member Owned Copyrights and Trademarks (copyright registrations and trademark applications)	<ul style="list-style-type: none"> • TI (copyright only) • OGC for trademarks 	<ul style="list-style-type: none"> • TI controls prosecution and registrations (copyright only) • CEO approves expenses for member 	
16.3 Collegiate Licensing	<ul style="list-style-type: none"> • CEO 	<ul style="list-style-type: none"> • CEO 	
16.4 Nondisclosure / Confidentiality Agreements			
16.4.1 Nondisclosure / Confidentiality Agreements Relating to Commercialization of System Intellectual Property* *IP that is covered by IP disclosure or is a declared variety	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	
16.4.2 Nondisclosure / Confidentiality Agreements (\$0.00) Not Relating to Commercialization of System Intellectual Property	<ul style="list-style-type: none"> • Dean/Dept. Head 	<ul style="list-style-type: none"> • Dean* • Dept. Head* *with review by TAMU-CC Contracts Administration 	<ul style="list-style-type: none"> • Dean* • Dept. Head* *with review by TAMU-CC Contracts Administration)
16.5 Business Services Agreements (with outside entities)	n/a	n/a	n/a

16.6	Affiliation Agreements with Foreign Governmental Bodies and Private Companies and Foundations	<ul style="list-style-type: none"> • Dean/Dept. Head or Designee 	<ul style="list-style-type: none"> • VPIA 	<ul style="list-style-type: none"> • President
16.7	Federal/State Program Participation Agreements	n/a	n/a	n/a
16.8	Federal/State Regulatory Agreements (permits, licenses, declarations, applications filed with regulatory agencies)	<ul style="list-style-type: none"> • Dean/Dept. Head • Provost • VPFA 	<ul style="list-style-type: none"> • President 	<ul style="list-style-type: none"> • President
16.9	Memorandum of Agreement Non-academic (letter style) agreements which document programmatic commitments between TTC and Non-System entities (includes promotion of collaboration for: commercializing System IP; obtaining investors for companies licensing System IP; research investment by entities in a foreign country; and promoting history of System students and foreign country).	<ul style="list-style-type: none"> • TI • OGC • VCR 	<ul style="list-style-type: none"> • VCR approves and executes 	

16.10 Business Entity to Commercialize System Intellectual Property		
16.10.1 Creation of System Business Entity to Commercialize System Intellectual Property	<ul style="list-style-type: none"> • CEO (if Member sponsored creation of Entity) • TI • OGC • VCR 	<ul style="list-style-type: none"> • Approval of Chancellor via OGC process • VCR executes
16.10.2 Investing in a Business Entity Having a License to System Intellectual Property	<ul style="list-style-type: none"> • CEO (if Member sponsored investment) • TI • OGC • VCR 	<ul style="list-style-type: none"> • Approval of Chancellor via OGC process • VCR executes
16.11 Intellectual Property Gifts		
16.11.1 IP Offer to System in Exchange for Royalty Sharing	<ul style="list-style-type: none"> • TI • OGC • VCR • Chancellor 	<ul style="list-style-type: none"> • Approval of Chancellor via OGC process • VCR executes
16.11.2 IP Offer to Member in Exchange for Royalty Sharing	<ul style="list-style-type: none"> • OGC • TTC (if patent) • VCR (if patent) 	<ul style="list-style-type: none"> • Member CEO via OGC process • VCR (if patent)
16.11.3 IP Offer to System of Charitable Gift	<ul style="list-style-type: none"> • CEO • OGC • TI (if patent) • VCR (if patent) 	<ul style="list-style-type: none"> • Member CEO • VCR (if patent)

16.11.4 IP Offer to Member of Charitable Gift	<ul style="list-style-type: none"> • President • OGC • TTC (if patent) • VCR (if patent) 	<ul style="list-style-type: none"> • Member President • VCR (if patent) 	
16.12 Misc. Intellectual Property Agreements and agreements ancillary to intellectual property agreements	<ul style="list-style-type: none"> • OGC • TI • VCR 	<ul style="list-style-type: none"> • VCR 	
17. INTER-AGENCY and INTER-LOCAL AGREEMENTS *Per System Policy 25.07, §6, monetary categories above do not apply to inter-agency agreements in this section as described in System Policy 25.07, §3(f)			
17.1 Inter-Agency Agreements <i>Commitment for the use/acquisition (provision) of resources from (to) another STATE AGENCY governed by Texas Government Code Chapter 771</i>	<ul style="list-style-type: none"> • Dean/Dept. Head 	<ul style="list-style-type: none"> • Contract Manager <\$200,000 	<ul style="list-style-type: none"> • VPFA
17.2 Inter-Local Agreements <i>Commitment for the use/acquisition (provision) of resources from (to) a LOCAL GOVERNMENT governed by Texas Government Code Chapter 791</i>	<ul style="list-style-type: none"> • Dean/Dept. Head 	<ul style="list-style-type: none"> • Contract Manager <\$200,000 	<ul style="list-style-type: none"> • VPFA
18. INTRA-SYSTEM AGREEMENT *Per System Policy 25.07, §6, monetary categories above do not apply to intra-system agreements in this section as described in System Policy 25.07, §3(f)			
18.1 Intra-System Agreement <i>Commitment for the use/acquisition (provision) of resources from (to) other SYSTEM members.</i>	<ul style="list-style-type: none"> • Contract Originator • Dean/Dept. Head • Contract Administration 	<ul style="list-style-type: none"> • Contract Manager <\$200,000 	<ul style="list-style-type: none"> • VPFA

19. LEGAL (SP 09.04, SR 09.04.01)			
19.1 Litigation (<i>See 19.1.1 below</i>) <i>All settlements shall have concurrence of the TAMU-CC President and General Counsel and where required, the approval of the State Attorney General.</i>			
19.1.1 Approval to Settle: \$100,000 or less General Counsel, \$100,000 to \$300,000 Chancellor, More than \$300,000 BOR	<ul style="list-style-type: none"> • OGC • Chancellor 	<ul style="list-style-type: none"> • OGC • Chancellor 	<ul style="list-style-type: none"> • OGC • Chancellor (more than \$300K BOR)
19.2 Outside Legal Counsel <i>General Counsel acts as liaison to the Attorney General and shall retain, manage and approve all outside counsel for the System and its members.</i>	<ul style="list-style-type: none"> • Dean/Dept. Head • OGC • Chancellor 	<ul style="list-style-type: none"> • OGC • Chancellor 	<ul style="list-style-type: none"> • OGC • Chancellor •
20. MEMORANDA OF AGREEMENT/UNDERSTANDING - ACADEMIC			
20.1 General Memorandum of Agreement or Understanding (Letter Agreement) <i>Documents programmatic commitments between [TAMU-CC] and non-TAMUS entities; contracts to perform educational and service activities consistent with the [TAMU-CC] mission.</i>	<ul style="list-style-type: none"> • Dean/Dept. Head 	<ul style="list-style-type: none"> • Provost 	<ul style="list-style-type: none"> • Provost
20.2 Cooperative Agreements <i>Student co-op affiliation agreements with sponsoring entities.</i>	<ul style="list-style-type: none"> • Dean/Dept. Head 	<ul style="list-style-type: none"> • Provost 	<ul style="list-style-type: none"> • Provost
20.3 International Affairs <i>Documents mutual obligations for international joint programs.</i>	<ul style="list-style-type: none"> • Assoc. VP, Academic Affairs 	<ul style="list-style-type: none"> • Provost 	<ul style="list-style-type: none"> • President
20.4 International Study Abroad Program	<ul style="list-style-type: none"> • Assoc. VP, Academic Affairs 	<ul style="list-style-type: none"> • Provost 	<ul style="list-style-type: none"> • President

20.5	Training Affiliation [credit bearing internships] Documents mutual obligations to establish training [credit bearing internship opportunities] for TAMU-CC students.	<ul style="list-style-type: none"> Dean/Dept. Head 	<ul style="list-style-type: none"> Provost 	<ul style="list-style-type: none"> Provost
20.6	Training Affiliation [non-credit bearing internships] Documents mutual obligations to establish training [non-bearing internship opportunities] for TAMU-CC students.	<ul style="list-style-type: none"> Dean/Dept. Head 	<ul style="list-style-type: none"> VPIA 	<ul style="list-style-type: none"> VPIA
20.7	Non-credit bearing internships directly related to Research & Innovation	<ul style="list-style-type: none"> Dean/Dept. Head 	<ul style="list-style-type: none"> EVPR (or authorized designee) 	<ul style="list-style-type: none"> EVPR (or authorized designee)
20.8	Work Study Program Agreements	<ul style="list-style-type: none"> Dean/Dept. Head Appropriate VP 	<ul style="list-style-type: none"> Contract Manager Contract Coordinator 	<ul style="list-style-type: none"> VPIA
21. MEMORANDA OF AGREEMENT/UNDERSTANDING – NON-ACADEMIC				
21.1	General Memorandum of Agreement or Understanding (Letter Agreement) Documents commitments between [TAMU-CC] and non-TAMUS entities that are non-academic in nature.	<ul style="list-style-type: none"> Dean/Dept. Head Appropriate VP 	<ul style="list-style-type: none"> Contract Manager <\$200,000 	<ul style="list-style-type: none"> VPFA
22. PURCHASE AGREEMENTS ([TAMU-CC] acquiring goods and non-professional services)				
22.1	TAMU-CC Purchase Orders Purchase of goods from outside vendor using standard form promulgated by TAMU-CC which are processed through the appropriate bid process in accordance with TAMUS policies and State requirements.	<ul style="list-style-type: none"> Dean/Dept. Head 	<ul style="list-style-type: none"> Buyer <\$50,000 Senior Buyer up to \$100,000 	<ul style="list-style-type: none"> Director, Procurement & Disbursements

<p>22.2 Vendor Purchase Orders <i>Purchase of goods or services from outside vendor using vendor supplied document or negotiated agreement.</i> (requiring signature with terms & conditions)</p>	<ul style="list-style-type: none"> • Dean/Dept. Head 	<ul style="list-style-type: none"> • Contract Manager <\$200,000 • Contract Coordinator <\$25,000 	<ul style="list-style-type: none"> • VPFA • President
<p>22.3 Software License Agreements <i>Contract for site use of computer software using vendor supplied document or agreement.</i></p>	<ul style="list-style-type: none"> • Dean/Dept. Head • Dean /Director 	<ul style="list-style-type: none"> • Contract Manager <\$200,000 • Contract Coordinator <\$25,000 	<ul style="list-style-type: none"> • VPFA • President
<p>22.3.1 Department <i>Contract limiting application to specific Department.</i></p>	<ul style="list-style-type: none"> • Dean/Dept. Head • Dean /Director 	<ul style="list-style-type: none"> • Contract Manager <\$200,000 • Contract Coordinator <\$25,000 	<ul style="list-style-type: none"> • VPFA • President
<p>22.3.2 University <i>Contract providing University- wide computing application.</i></p>	<ul style="list-style-type: none"> • Dean/Dept. Head • Assoc. VP, Information Technology or Designee 	<ul style="list-style-type: none"> • Contract Manager <\$200,000 • Contract Coordinator <\$25,000 	<ul style="list-style-type: none"> • VPFA • President
<p>22.4 Memberships <i>Purchase of Organizational Affiliations for individuals, groups, or the institution.</i></p>			
<p>22.4.1 Professional/Service Associations <i>Purchase by TAMU-CC on behalf of an individual, group or the institution of a membership in a professional or service organization.</i></p>	<ul style="list-style-type: none"> • Business Manager • Dean/Director or designee 	<ul style="list-style-type: none"> • Department Head or designee <\$5,000 • Director, Procurement >\$5,000 	<ul style="list-style-type: none"> • VPFA <\$200,000 • President >\$200,000
<p>22.4.2 Social/Individual <i>Purchase by TAMU-CC on behalf of an individual of a membership in a social organization.</i></p>	<ul style="list-style-type: none"> • Business Manager • Dean/Director or designee 	<ul style="list-style-type: none"> • Appropriate VP <\$5,000 • Provost or VPFA >\$5,000 	<ul style="list-style-type: none"> • VPFA <\$200,000 • President >\$200,000

<p>22.5 Library Acquisitions <i>Books, subscriptions, reference materials, memberships purchased for the express purpose of obtaining publications. Database services and lease agreements for electronic library materials.</i></p>	<ul style="list-style-type: none"> • Dean/Dept. Head 	<ul style="list-style-type: none"> • Contract Manager <\$200,000 • Contract Coordinator <\$25,000 	<ul style="list-style-type: none"> • VPFA • President
<p>22.6 Library Subcontracts [TAMU-CC] library subcontracts to provide off-campus library services.</p>	<p>n/a</p>	<p>n/a</p>	<p>n/a</p>
<p>22.7 Commercial Licenses (Chick Fil-A, etc.)</p>	<ul style="list-style-type: none"> • Dean/Dept. Head 	<ul style="list-style-type: none"> • VPFA 	<ul style="list-style-type: none"> • VPFA • President
<p>22.8 Maintenance Agreements acquired with equipment purchase or as stand-alone purchase</p>	<p>(Requisition routing)</p> <ul style="list-style-type: none"> • Dean/Dept. Head • Dean/Director <\$10,000 • Vice President <\$50,000 • VPFA >\$50,000 	<ul style="list-style-type: none"> • Contract Manager <\$200,000 • Contract Coordinator <\$25,000 	<ul style="list-style-type: none"> • VPFA • President
<p>22.9 Partial Sale, Partial Gift Purchases (See SP 21.05, §3)</p>	<p>n/a</p>	<p>n/a</p>	
<p>22.10 Financing Service Agreements related to the acquisition of good or services.</p>	<p>n/a</p>	<p>See SP 21.05, §3</p>	
<p>23. REAL PROPERTY TRANSACTIONS (SP 41.01, SR 41.01.01)¹ * Monetary Categories Above Do Not Apply to this Section</p>			
<p>Per SP 41.01.01, §1.5, for each real property transaction, legal forms and documents must be reviewed and approved for legal form and sufficiency by OGC.</p>			
<p>23.1 Purchase of Real Property Per SP 41.01, §2 and SR 41.01.01, §3: <ul style="list-style-type: none"> ○ SREO oversees all acquisitions of real property. </p>	<ul style="list-style-type: none"> • CEO • SREO and/or SLMO • OGC 	<ul style="list-style-type: none"> • BOR approval required if consideration is over \$1,000,000.00 • Chancellor or S-CFO approves and executes purchases of \$1,000,000.00 or less 	

<p>23.2 Condemnation of Real Property Per SP 41.01, §2 and SR 41.01.01, §3</p> <ul style="list-style-type: none"> ○ SREO oversees all acquisitions of real property 	<ul style="list-style-type: none"> • CEO • SREO • OGC • Chancellor or S-CFO 	<ul style="list-style-type: none"> • Chancellor, S-CFO or General Counsel executes all documents (after BOR approval)
<p>23.3 Gifts/Bequests of Real Property <i>Per SR 41.01.01, §3:</i></p> <ul style="list-style-type: none"> ○ <i>SREO oversees all acquisitions of real property.</i> ○ <i>SOBA and OGC must approve prior to President accepting gift.</i> 	<ul style="list-style-type: none"> • CEO • SREO and/or SLMO • OGC • SOBA 	<ul style="list-style-type: none"> • CEO can accept after approval of OGC and SOBA • S-CFO can accept after approval of OGC and SOBA if property is gifted/bequeathed to System Offices
<p>23.4 Sale or Exchange of Real Property Per SP 41.01, §3 and SR 41.01.01, §4:</p> <ul style="list-style-type: none"> ○ SREO oversees all activities required to dispose of or exchange real property. ○ Member President may recommend disposal or exchange of System real property. 	<ul style="list-style-type: none"> • CEO • SREO and/or SLMO • OGC 	<ul style="list-style-type: none"> • Chancellor or S-CFO executes after BOR approval, if necessary
<p>23.5 Lease of Real Property</p>		
<p>23.5.1 TO 3rd Parties</p> <ul style="list-style-type: none"> ○ <i>Lease of SYSTEM-owned facilities and/or land for a period. SREO shall review leases as required by SR 41.01.01, §5.</i> ○ <i>Leases to 3rd Parties with a term >5 years, including renewals, must be approved by the BOR as required by SP 41.01, §4.1</i> 	<ul style="list-style-type: none"> • CEO • SREO • OGC • Chancellor or S-CFO (if property assigned to System Offices) 	<ul style="list-style-type: none"> • CEO if term of 5 years or less, Chancellor or S-CFO if property assigned to System Offices or if Lease approved by BOR

<p>23.5.2 FROM 3rd Parties <i>Lease of facilities (office, laboratory, classroom, storage, residence, etc.) and/or land from a 3rd party for [TAMU- CC] use for a specified period.</i> See SP 41.01, §4 and SR 41.01.01, §6</p>	<ul style="list-style-type: none"> • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO, or Chancellor or S-CFO depending on term, amount and property assignment. <p>SP 41.01 and SR 41.01.01 approvals:</p> <ul style="list-style-type: none"> • 5 yrs or less/\$500,000 or less – President or S-CFO • 10 yrs or less/over \$500,000 to \$1,000,000 Chancellor or S-CFO • More than 10 yrs or greater than \$1,000,000 Chancellor or S-CFO executes after BOR approval
<p>23.5.3 Student Retreat Facility Lease of facilities (campgrounds, recreational facility, residence, etc.) and/or land for [TAMU-CC] use for a specific student retreat.</p>	<ul style="list-style-type: none"> • CEO • SLMO • OGC 	<ul style="list-style-type: none"> • CEO
<p>23.6 Easements (SP 41.01, §6)</p>		
<p>23.6.1 System as Grantor (easement across System property) (10 year limit)</p>	<ul style="list-style-type: none"> • CEO • SLMO • OGC 	<ul style="list-style-type: none"> • VCBA • Managing Counsel, Property & Construction
<p>23.6.2 System as Grantee (easement across 3rd party’s property) (Requires BOR approval if over \$300,000)</p>	<ul style="list-style-type: none"> • CEO • SLMO • OGC 	<ul style="list-style-type: none"> • VCBA • Managing Counsel, Property & Construction • Chancellor or S-CFO (if BOR approval required)
<p>23.6.3 Conditional Roadway Easements (indefinite term) (Requires BOR approval)</p>	<ul style="list-style-type: none"> • CEO • SREO • OGC 	<ul style="list-style-type: none"> • Chancellor or S-CFO executes after BOR approval
<p>23.7 Housing Agreements</p>		
<p>23.7.1 International Housing <i>University owned or leased housing provided for visiting international faculty.</i></p>	<ul style="list-style-type: none"> • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO

<p>23.7.2 Residence Hall <i>On-campus student housing.</i></p>	<ul style="list-style-type: none"> • Director for Residence Experience • Asst VP for Auxiliary Services • SREO • OGC 	<ul style="list-style-type: none"> • CEO
<p>23.7.3 Student Apartments <i>Off-campus University-housing provided for students.</i></p>	<ul style="list-style-type: none"> • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO
<p>23.7.4 Mailbox <i>Rental of residence hall mailboxes.</i></p>	<ul style="list-style-type: none"> • Director for Residence Experience • Asst. VP for Auxiliary Services 	<ul style="list-style-type: none"> • VPFA
<p>23.8 Other Grants of Rights in Real Property</p>		
<p>23.8.1 Permits, Licenses and Facility Use Agreements covering System property (temporary or periodic use, i.e. arenas, stadiums, classrooms, etc.). See SP 41.01.01, §12.1</p>	<ul style="list-style-type: none"> • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO • VCBA if property assigned to System Offices
<p>23.8.2 Permits and Licenses of System Land, including Water Use and Antiquities Permits</p>	<ul style="list-style-type: none"> • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO • VCBA

<p>23.8.3 Permits, Licenses and Facility Use Agreements covering 3rd Party Property (temporary or periodic use, i.e. arenas, stadiums, classrooms, campgrounds, etc.). See SP 41.01.01, §12.2</p>	<ul style="list-style-type: none"> • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO • VCBA if property assigned to System Offices
<p>23.8.4 Oil, Gas and Mineral Rights Leasing, <u>See</u>, SP 41.01, §5</p>	<ul style="list-style-type: none"> • SREO and/or SLMO • OGC 	<ul style="list-style-type: none"> • Chancellor or C-SFO
<p>23.8.5 Other Oil, Gas and Mineral Rights documents (i.e. Division Orders; Pooling Agreements; Production Sharing Agreements; Ratification Agreements; Assignment Consents; Affidavits; and related documents)</p>	<ul style="list-style-type: none"> • SLMO • OGC 	<ul style="list-style-type: none"> • VCBA, Landman IV
<p>23.8.6 Other Documents (i.e. Subordination; Non-disturbance & Attornment Agreements; Assignments; Estoppels; Renewals; Consents; Terminations; Non-Disclosures; Confidentiality; Ratifications; Releases; Memorandums; Affidavits; Acknowledgements; documents containing statements of fact; Correction instruments and non-substantive amendments to documents, etc.)</p>	<ul style="list-style-type: none"> • SREO and/or SLMO • OGC 	<ul style="list-style-type: none"> • CEO • VCBA or Managing Counsel, Property & Construction

23.8.7 Real Property Management and Maintenance (i.e. Surface Use Agreements; Drainage Agreements; Maintenance Agreements, etc.)	<ul style="list-style-type: none"> • SREO • OGC 	<ul style="list-style-type: none"> • CEO • S-CFO or VCBA
23.8.8 Condominium Ownership, Operations and Activity Documents	<ul style="list-style-type: none"> • SREO • OGC 	<ul style="list-style-type: none"> • S-CFO or VCBA
23.8.8 Broker/Agency Representation and Listing Agreements; Non-binding Letters of Intent/Term Sheets	<ul style="list-style-type: none"> • SREO • OGC 	<ul style="list-style-type: none"> • CEO • VCBA
23.9 Service Contracts for Real Property Transactions (surveyors, appraisers, property inspectors, title company contracts, etc.)	<ul style="list-style-type: none"> • CEO • SREO • OGC 	<ul style="list-style-type: none"> • CEO • VCBA or ED-RE
23.10 RELLIS Campus Leases, Licenses, Permits and Facility Use Agreements	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A
24. SALES AGREEMENTS		
24.1 Consultant/Professional Service Agreements (non-statutory) <i>TAMU-CC acting as consultant or performing professional service and/or receiving services (including testing services).</i>	<ul style="list-style-type: none"> • Contract Originator • Department Director • Contract Administration 	<ul style="list-style-type: none"> • VPFA
24.1.1 Intellectual Property Agreements (not through TI)	<ul style="list-style-type: none"> • EVPR 	<ul style="list-style-type: none"> • EVPR
24.1.2 Analysis Testing	<ul style="list-style-type: none"> • Dean/Dept. Head 	<ul style="list-style-type: none"> • Contract Manager<\$200,000 • Contract Coordinator<\$25,000

24.2 Property Transfer Agreements (inventoried non-inventoried items)		
24.2.1 Transfer or surplus property	<ul style="list-style-type: none"> • Dean/Dept. Head • Property Officer 	<ul style="list-style-type: none"> • Property Officer
24.2.2 Transfer within the System	<ul style="list-style-type: none"> • Dean/Dept. Head • Property Officer 	<ul style="list-style-type: none"> • Property Officer
24.2.3 Transfer to another state agency	<ul style="list-style-type: none"> • Dean/Dept. Head • Property Officer 	<ul style="list-style-type: none"> • Property Officer
24.2.4 Transfer to an independent third party	<ul style="list-style-type: none"> • Dean/Dept. Head • Property Officer 	<ul style="list-style-type: none"> • Property Officer
25. SERVICES AGREEMENTS (TAMU-CC acquiring services)		
25.1 Educational Testing Services	<ul style="list-style-type: none"> • Dean/Dept. Head 	<ul style="list-style-type: none"> • Provost
25.2 Entertainment Events <i>Artistic entertainment performance agreements.</i>	<ul style="list-style-type: none"> • Dean/Dept. Head 	<ul style="list-style-type: none"> • Contract Manager <\$200,000 • Contract Coordinator <\$25,000
25.3 Lecture/Seminar Speaker Agreements <i>Use of non-faculty/staff to lecture or speak in support of institutional programs.</i>	<ul style="list-style-type: none"> • Dean/Dept. Head 	<ul style="list-style-type: none"> • Contract Manager <\$200,000 • Contract Coordinator <\$25,000
25.4 Maintenance Agreements	<ul style="list-style-type: none"> • Dean/Dept. Head 	<ul style="list-style-type: none"> • Contract Manager <\$200,000 • Contract Coordinator <\$25,000

<p>25.4.1 Purchase with Equipment <i>(Purchase of maintenance services from equipment vendor as an integral part of equipment purchase.)</i></p>	<ul style="list-style-type: none"> • Dean/Dept. Head • Director of Procurement & Disbursements 	<ul style="list-style-type: none"> • Contract Manager <\$200,000 • Contract Coordinator <\$25,000
<p>25.4.2 Stand Alone Purchase <i>(Purchase of maintenance services independent from equipment purchase or vendor.)</i></p>	<ul style="list-style-type: none"> • Dean/Dept. Head • Director of Procurement & Disbursements 	<ul style="list-style-type: none"> • Contract Manager <\$200,000 • Contract Coordinator <\$25,000
<p>25.5 Non-academic Instruction <i>Recreational Sports</i></p>	<ul style="list-style-type: none"> • Dean/Dept. Head 	<ul style="list-style-type: none"> • Contract Manager <\$200,000 • Contract Coordinator <\$25,000
<p>25.6 Statutory Professional Services Acquisition of professional services as defined by Texas Government Code §2254.002 (accounting, architecture, optometry, medicine, land surveying, real estate appraising, and professional engineering). Agreements for outside counsel must comply with §24.</p>	<ul style="list-style-type: none"> • Dean/Dept. Head 	<ul style="list-style-type: none"> • Contract Manager <\$200,000 • VPFA >\$200,000
<p>25.7 Statutory Consulting Services Acquisition of consulting services as defined by Texas Government Code §2254.021. Agreements for outside counsel must comply with §24.</p>	<ul style="list-style-type: none"> • Dean/Dept. Head 	<ul style="list-style-type: none"> • Contract Manager <\$200,000 • VPFA >\$200,000
<p>25.8 Student Medical Services</p>	<ul style="list-style-type: none"> • Dean/Dept. Head 	<ul style="list-style-type: none"> • Contract Manager <\$200,000 • VPFA >\$200,000

25.9 Conference/Short-Course	<ul style="list-style-type: none"> • Director, Education & Youth Programs 	<ul style="list-style-type: none"> • Contract Manager <\$200,000 • Contract Coordinator <\$25,000 • VPFA >\$200,000 	
25.10 Unclassified Services <i>Purchase of services not specified elsewhere.</i>	<ul style="list-style-type: none"> • Dean/Dept. Head 	<ul style="list-style-type: none"> • Contract Manager <\$200,000 • Contract Coordinator <\$25,000 • VPFA >\$200,000 	
25.11 Exhibition Loan Agreements <i>Documents commitments to display, secure, admit public, etc. to view works of art of material of public interest.</i>	<ul style="list-style-type: none"> • Dean/Dept. Head 	<ul style="list-style-type: none"> • Contract Manager • Contract Coordinator 	
26. REVENUE GENERATING AGREEMENTS			
26.1 Revenue Generating	<ul style="list-style-type: none"> • Dean/Dept. Head 	<ul style="list-style-type: none"> • VPFA 	<ul style="list-style-type: none"> • President
27. RESEARCH AGREEMENTS *Per System Policy 25.07, §6, monetary categories above do not apply to research agreements in this section as described in System Policy 25.07, §3(a)			
27.1 Research agreements (where member is the prime contractor signing the agreement with the sponsor; or member is a subcontractor signing the agreement with the prime contractor or a higher-tier subcontractor). <i>Includes grants, contracts, and cooperative agreements</i>	<ul style="list-style-type: none"> • EVPR • AVPR • Director OSRA 	<ul style="list-style-type: none"> • EVPR • AVPR • Director OSRA 	

<p>27.2 Sub-agreements/Sub-recipient/Sub- grant/Sub-contract agreements for sponsored research and ancillary services (where member is the prime contractor signing the agreement with a subcontractor; or member is a subcontractor signing the agreement with a lower-tier subcontractor).</p>	<ul style="list-style-type: none"> • EVPR • AVPR • Director OSRA 	<ul style="list-style-type: none"> • EVPR • AVPR • Director OSRA
<p>27.3 Proposal Submissions</p>	<ul style="list-style-type: none"> • EVPR • AVPR • Director OSRA 	<ul style="list-style-type: none"> • EVPR • AVPR • Director OSRA
<p>27.4 Teaming Agreements</p>	<ul style="list-style-type: none"> • EVPR • AVPR 	<ul style="list-style-type: none"> • EVPR • AVPR
<p>27.5 Non-disclosure Agreements (specific to Research and Innovation)</p>	<ul style="list-style-type: none"> • EVPR • AVPR 	<ul style="list-style-type: none"> • EVPR • AVPR
<p>27.6 Material Transfer Agreements</p>	<ul style="list-style-type: none"> • EVPR • AVPR 	<ul style="list-style-type: none"> • EVPR • AVPR
<p>27.7 Testing/Analytical Agreements</p>	<ul style="list-style-type: none"> • EVPR • AVPR 	<ul style="list-style-type: none"> • EVPR • AVPR
<p>27.8 Misc. Research Agreements. <i>Includes Vessel Time Charter Agreements and Video Production Agreements.</i></p>	<ul style="list-style-type: none"> • EVPR • AVPR 	<ul style="list-style-type: none"> • EVPR • AVPR
<p>28. CONSTRUCTION CONTRACTS</p>		
<p>28.1 Minor Construction Projects delegated to Components under 51.04.01</p>	<ul style="list-style-type: none"> • VPFA • Hub Coordinator 	<ul style="list-style-type: none"> • System Policy 51.04

28.2	Facilities Services Repair and Renovation Projects \$0-\$100,000 through Southeast Service Corporation dba SSC Service Solutions (2013-2022)	<ul style="list-style-type: none"> • VPFA • HUB Coordinator 	<ul style="list-style-type: none"> • VPFA
28.3	Architect/Engineer/Professional Services of Facilities Services construction	<ul style="list-style-type: none"> • VPFA • HUB Coordinator 	<ul style="list-style-type: none"> • VPFA
29. EMPLOYMENT AGREEMENTS			
29.1	Appointments with Tenure (Rank of Associate Professor, Professor)	<ul style="list-style-type: none"> • Faculty Committee • Dean • Provost 	<ul style="list-style-type: none"> • President • Provost
29.2	Probationary Tenure Track Appointments (Rank of Assistant Professor, Associate Professor)	<ul style="list-style-type: none"> • Academic Dean/Dept. Head • Appropriate College Dean • Provost 	<ul style="list-style-type: none"> • Provost
29.3	Non-Tenure Track Appointments (Non-tenured Faculty titles; all lecturer titles)	<ul style="list-style-type: none"> • Academic Dean/Dept. Head • Appropriate College Dean • Provost 	<ul style="list-style-type: none"> • Provost
29.4	Faculty Appointment with Support Agreements (will be included in official letter)	<ul style="list-style-type: none"> • Academic Dean/Dept. Head • Appropriate College Dean • VP Research and Innovation • Provost 	<ul style="list-style-type: none"> • Provost
29.5	Faculty Appointments in excess of 100% effort	<ul style="list-style-type: none"> • Academic Dean/Dept. Head • Appropriate College Dean • Vice President of supported program • Provost 	<ul style="list-style-type: none"> • Provost
29.6	Graduate Teaching Assistant	<ul style="list-style-type: none"> • Academic Dean/Dept. Head • Appropriate College Dean • Appropriate Vice President 	<ul style="list-style-type: none"> • Dean

29.7 Graduate Research Assistant	<ul style="list-style-type: none"> • Academic Dean/Dept. Head • Appropriate College Dean • Appropriate Vice President 	<ul style="list-style-type: none"> • Dean
29.8 Graduate Assistant (other than teaching or Research)	<ul style="list-style-type: none"> • Academic Dean/Dept. Head • Appropriate College Dean • Appropriate Vice President 	<ul style="list-style-type: none"> • Dean • Appropriate VP
29.9 Initial Employment Agreement for Graduate Student Assistants	<ul style="list-style-type: none"> • Academic Dean/Dept. Head • Appropriate College Dean • Appropriate Vice President 	<ul style="list-style-type: none"> • Dean • Appropriate VP
29.10 Post Doctorate	<ul style="list-style-type: none"> • Academic Dean/Dept. Head • Appropriate College Dean • Appropriate Vice President 	<ul style="list-style-type: none"> • Dean • Appropriate VP
29.11 Continuing Education Instruction Activity in Support of Continuing Education resulting in additional, above budgeted salary)	<ul style="list-style-type: none"> • Dean 	<ul style="list-style-type: none"> • Provost • Appropriate VP
29.12 Selected Athletic Appointment	<ul style="list-style-type: none"> • Athletic Director 	<ul style="list-style-type: none"> • President
29.13 Temporary Hires	<ul style="list-style-type: none"> • Dean/Dept. Head 	<ul style="list-style-type: none"> • Provost • Appropriate VP
29.14 Off-Campus Instruction (offer letters)	<ul style="list-style-type: none"> • Dean/Dept. Head • Appropriate College Dean • Associate VP Academics & Compliance 	<ul style="list-style-type: none"> • Provost

30. INTELLECTUAL PROPERTY AGREEMENTS			
30.1 Technology Transfer any copyright or patent work, regardless of the contract value must be processed through the Vice President for Research and Innovation, who in turn will act as the liaison to the System Office of Technology		<ul style="list-style-type: none"> • VCFSR • See §16 	<ul style="list-style-type: none"> • VCFSR • See §16
30.2 Invention/Software Copyright Disclosure		<ul style="list-style-type: none"> • See §16 	<ul style="list-style-type: none"> • See §16 • Chancellor
30.3 License Agreement (Patent requires Chancellor approval)		<ul style="list-style-type: none"> • See §16 • Chancellor 	<ul style="list-style-type: none"> • See §16 • Chancellor
31. OTHER			
31.1 Commercial Product/Promotion Availability agreements with substantial campaigns, such as commercial broadcasts	<ul style="list-style-type: none"> • Dean/Dept. Head 	<ul style="list-style-type: none"> • VPFA 	<ul style="list-style-type: none"> • VPFA • President
31.2 Vending and Commercial Concession	<ul style="list-style-type: none"> • Director, University Services 	<ul style="list-style-type: none"> • VPFA 	<ul style="list-style-type: none"> • VPFA • President
31.3 Limited Duration Right to Use Site (third party)	<ul style="list-style-type: none"> • Dean/Dept. Head • System Real Estate Office 	<ul style="list-style-type: none"> • VPFA 	<ul style="list-style-type: none"> • VPFA • President
31.4 Concession Committee Agreements; Student Organization sponsored vendor space and facilities; Limited Use Agreements	<ul style="list-style-type: none"> • Dean/Dept. Head • Director, University Services 	<ul style="list-style-type: none"> • VPFA 	<ul style="list-style-type: none"> • President

31.5 Hotel agreements may be executed by Dean/Dept. Head, consistent with 25.07.99.C1 Contract Administration	<ul style="list-style-type: none"> • See description 25.07.99.C1 	<ul style="list-style-type: none"> • See description 25.07.99.C1 	<ul style="list-style-type: none"> • See description 25.07.99.C1
31.6 Warranties -extended warranty on machinery; equipment	<ul style="list-style-type: none"> • Dean/Dept. Head 	<ul style="list-style-type: none"> • Contract Manager <\$200,000 • Contract Coordinator <\$25,000 	<ul style="list-style-type: none"> • VPFA • President
31.7 TAMU-CC Facility Use Agreements (temporary or periodic use, i.e. arenas, museum, campus facilities, etc)	<ul style="list-style-type: none"> • Dean/Dept. Head 	<ul style="list-style-type: none"> • Contract Manager <\$200,000 • Contract Coordinator <\$25,000 	<ul style="list-style-type: none"> • President or authorized designee
31.8 Work Orders/Statements of Work Dept. of Operations – projects under 4 million directly related to RFQ4-0001	<ul style="list-style-type: none"> • Associate VP, Operations 	<ul style="list-style-type: none"> • Associate VP, Operations <\$100,000 • Contract Manager <\$200,000 • Contract Coordinator <\$25,000 • Procurement Director <\$200,000 	<ul style="list-style-type: none"> • VPFA >\$200,000 • President >\$200,000
31.9 Data storage / data sharing agreements (not related to Research)	<ul style="list-style-type: none"> • Dean/Dept. Head 	<ul style="list-style-type: none"> • Contract Manager <\$200,000 • Contract Coordinator <\$25,000 	<ul style="list-style-type: none"> • VPFA>\$200,000 • President>\$200,000
31.10 Data storage / data sharing agreements (directly related to Research)	<ul style="list-style-type: none"> • Dean/Dept. Head 	<ul style="list-style-type: none"> • EVPR 	<ul style="list-style-type: none"> • EVPR
31.11 Software project/implementation completion acknowledgements/agreements	<ul style="list-style-type: none"> • Dean/Dept. Head 	<ul style="list-style-type: none"> • DIRC, Information Technology • AVPCIO, Information Technology 	<ul style="list-style-type: none"> • DIRC, Information Technology • AVPCIO, Information Technology

<p>31.12 Facilities Use Agreement for temporary residential housing use (external 3rd parties: out of town campers, etc. or interns sponsored by and executed by corporations)</p>	<ul style="list-style-type: none"> • Dean/Dept. Head • Event Services 	<ul style="list-style-type: none"> • Contract Manager <\$200,000 • Contract Coordinator <\$25,000 	<ul style="list-style-type: none"> • VPFA >\$200,000
<p>31.13 3rd Party camp or program for minors’ agreement (required by System Risk Management)</p>	<ul style="list-style-type: none"> • Dean/Dept. head • Event Services 	<ul style="list-style-type: none"> • Contract Manager <\$200,000 • Contract Coordinator <\$25,000 	<ul style="list-style-type: none"> • VPFA >\$200,000
<p>31.14 Facilities Use Agreement (campus facilities: ballroom, fields, etc.)</p>	<ul style="list-style-type: none"> • Dean/Dept. head • Event Services 	<ul style="list-style-type: none"> • Contract Manager <\$200,000 • Contract Coordinator <\$25,000 	<ul style="list-style-type: none"> • VPFA >\$200,000