



GENERAL DELEGATION OF AUTHORITY

No.: D1

Type of Delegation:

Original:
 Sub-Delegation of Delegation Number: _____

Delegator: USF President

Delegatee: USF Provost (Executive Vice President)
Senior Vice President of Business and Financial Strategy
Chief Operating Officer
Senior Vice President, USF Health
Senior Vice President for Research, Innovation & Economic Development
Senior Vice President of Advancement and Alumni Relations
Regional Chancellor of the USF Sarasota-Manatee campus
Regional Chancellor of the USF St. Petersburg campus
Vice President of the Office of Diversity, Inclusion & Equal Opportunity (DIEO)
Chief Audit Executive and Director of Office of Internal Audit
Assistant Vice President for Government Relations
Director of Intercollegiate Athletics
Vice President and Chief Marketing Officer
USF General Counsel
Director of Compliance

Delegated Authority:

1. **Signatory Authority:** Signatory Authority is Delegated by specific Delegation as provided in [USF Policy 0-100: Delegations of General Authority and Signatory Authority](#) and maintained in the [University Delegation Index](#).
2. **General and Supervisory Authority:** This Delegation Delegates from the President of USF to the employees of the University the authority necessary to carry out the functions related to an employee's position and title of employment. This includes the ability of supervisors and managers to appoint employees to specific roles and to set managerial expectations which include:
 - a. Employees may sign general correspondence, compliance forms, filings and administrative documents necessary to complete their employment responsibilities, the only designated signatory authority for entering into contracts is established by a specific Delegation of Signatory Authority as referenced in paragraph (1) above.

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- 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:
 - 1. 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;
 - 2. Approval by Vice President of HR: the change of employment status of USFPS and A&P employees vests only in the Vice President of Human Resources; and
 - 3. 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 Policies. 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](#).
- d. The Chancellors of the USF St. Petersburg campus (“USF SP campus”) and the USF Sarasota Manatee campus (“USF SM campus”) have the authority vested as set forth in current employment contracts including any additional updates made on or before July 1, 2020.
- e. This Delegation Delegates from the President of USF to the Senior Vice President for Research, Innovation, and Economic Development the overall responsibility for the Human Research Protections Program (HRPP). In accordance with

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[USF Policy 0-305: Use of Human Subjects in Research](#), the Division of Research Integrity & Compliance is responsible for the overall administration of the HRPP.

To this end, the Senior Vice President for Research, Innovation & Economic Development may further delegate management and administrative authority regarding operational aspects of the USF HRPP as the Senior Vice President for Research, Innovation & Economic Development deems necessary.

3. **Succession Authority:** In the event of USF President's absence or incapacity, the authority necessary to address cases of emergency or urgent matters where inaction would cause a significant detrimental impact to the interests of the University is vested in the University Positions below in the order of succession as listed:

- 1) Provost and Executive Vice President
- 2) Senior Vice President for Business & Financial Strategy
- 3) Senior Vice President USF Health
- 4) Senior Vice President of Advancement
- 5) Vice President for Business & Finance
- 6) Vice President for Student Success

Sub-Delegation Authority: This Delegation may NOT be Sub-Delegated, however, an employee may reassign responsibilities if such reassignment is contemplated by the terms of their employment position.

Title: President
Effective Date: 11-21-20
Name of Delegator: Steven C. Currall, Ph.D.

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