



OFFICE OF THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

MEMORANDUM

TO: Deans, West Virginia University
FROM: Maryanne Reed, Provost and Vice President for Academic Affairs *MR*
DATE: February 1, 2023
SUBJECT: Sub-Delegation of Signature Authority

Pursuant to the Delegation of Authority dated February 1, 2023, by E. Gordon Gee, President of West Virginia University (“University”), I, as the Provost and Vice President for Academic Affairs at West Virginia University have been delegated authority to execute all documents necessary for the advancement of the academic goals and objectives of the University. Under that authority, I have been approved to sub-delegate my authority to others to execute documents on behalf of the University.

This Sub-Delegation Memorandum formalizes the express sub-delegation of signature authority for Deans at West Virginia University. This Memorandum is an official record of individuals who have the express authority to sign on behalf of the University. All prior delegations to Deans are superseded by this Memorandum.

It is critical that documents binding the University are properly signed by an individual with appropriate authority. All designated officials must comply with (1) University Rules, policies, procedures, and other internal controls relevant to the delegated authority; and (2) applicable budgetary limitations.

Additionally, any and all documents signed in reliance on this sub-delegation, including memoranda of understandings (“MOUs”), even if non-binding, shall be reviewed and approved by the General Counsel or designee in advance of signing. Requests for review by the General Counsel or designee can be sent to legalservices@mail.wvu.edu.

Pursuant to this Memorandum, the individuals in the following positions in the official or interim capacity have authority to execute documents necessary for the advancement of the academic goals of their respective colleges, including educational affiliation agreements, industry partnership agreements, start-up agreements, non-research related nondisclosure agreements, and/or agreements with external providers of course content or management:

1. Dean, Davis College of Agriculture, Natural Resources, and Design
2. Dean, Eberly College of Arts and Sciences
3. Dean, John Chambers College of Business and Economics
4. Dean, College of Creative Arts
5. Dean, Benjamin M. Statler College of Engineering and Mineral Resources



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6. Dean, College of Law
7. Dean, Reed College of Media
8. Dean, College of Applied Human Sciences
9. Dean, Extension Service
10. Dean, Honors College
11. Dean, WVU Libraries

Notwithstanding the foregoing, all agreements must be routed to the appropriate administrative units in advance of signing, including but not limited to, Procurement, Contracting, and Payment Services; Information Technology Services; Finance; and/or the Office of Sponsored Programs (“OSP”), if applicable. For avoidance of doubt, all contracts related to the purchase of goods or services must be signed by an official from Procurement, Contracting, and Payment Services, unless otherwise approved by the General Counsel’s Office. Additionally, you are required to comply with all West Virginia University Board of Governors (“BOG”) Rules and policies, including BOG Governance Rule 1.4 – *Ethics, Conflicts of Interest, and Outside Consulting Arrangements* and are responsible for disclosing any potential conflicts of interest.

All agreements or MOUs that involve research initiatives or research collaborations must be reviewed by OSP before finalized and signed. Requests for review by OSP shall be sent to OSPAwardNegotiation@mail.wvu.edu. OSP will then appropriately coordinate with the General Counsel’s Office for review, if necessary. Finally, all non-disclosure agreements related to research initiatives shall be routed to OSP for their review and approval prior to signature.

In the exercise of this authority, you shall provide professional, executive, supervisory and general administrative services, as appropriate, and provide regular updates to me or my successor. Copies of signed documents shall be retained pursuant to applicable University record retention schedules. This sub-delegation shall continue until such time as the President of West Virginia University, I, or my successors, deem this sub-delegation revoked and notify you of such revocation in writing. The authority granted herein shall not be further delegated without the written approval of myself and the General Counsel or designee. Anyone who has questions or is unsure as to their authority should consult with WVU’s General Counsel’s Office.