



OFFICE OF THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

February 1, 2023

Todd J. Tubutis  
Director of Art Museum  
West Virginia University

Re: Sub-Delegation of Authority

Dear Todd,

Pursuant to the Delegation of Authority signed and dated February 1, 2023, by E. Gordon Gee, President of West Virginia University (“Original Delegation”), I hereby sub-delegate to you, in your capacity as the Director of the Art Museum at West Virginia University (“Art Museum”), the authority to sign documents necessary for the advancement of the mission and goals of the Art Museum, including art exhibition agreements, art loan agreements, and short-term facility rental agreements.

Notwithstanding the foregoing, any and all documents signed in reliance of this written delegation shall be reviewed and approved by the General Counsel or designee in advance of signing. 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. Furthermore, 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, 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.

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. This sub-delegation will continue until such time as the Original Delegation is revoked; or the President of West Virginia University, I, or my successor, deem this sub-delegation revoked and notify you of such revocation in writing.

Sincerely,

Maryanne Reed  
Provost and Vice President for Academic Affairs

cc: General Counsel  
President E. Gordon Gee