

February 1, 2023

Sherry St. Clair  
Chief  
West Virginia University Police Department

Re: Delegation of Authority as Chief of UPD

Dear Sherry:

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 the authority to act on behalf of the University as Chief of the University Police Department (“UPD”), to approve and sign documents necessary to carry out the functions and mission of UPD, including agency or collaboration agreements with other emergency response entities.

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 WVU 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 the authority outlined above, 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 successors, deem this sub-delegation revoked and notify you of such revocation in writing.

Sincerely,



James Robert Alsop  
Vice President for Strategic Initiatives

xc: General Counsel  
President E. Gordon Gee