TEXAS SOUTHERN UNIVERSITY

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DR. JOHN M. RUDLEY
PRESIDENT, TEXAS SOUTHERN UNIVERSITY

MEMORANDUM

TO: Sunny Ohia
James M. Douglas
William Saunders
Wendy Adair
Charles McClelland
Jim McShan
Andrew Hughey
Charla Parker-Thompson
Janis Newman
Hasan Jamil
Demetria Weeks
Linda Ballard

FROM: John M. Rudley

DATE: September 1, 2012

SUBJECT: Delegations of Authority

Enclosed is a copy of my delegations of authority for Fiscal Year 2013. These delegations are effective immediately and will remain in effect until the end of the current fiscal year. At that time, a new memorandum and list will be issued indicating the new assignments.

Enclosure

President's Delegations of Authority

Delegated Authority	Designee
Certify that projects submitted by Texas Southern University for approval by the Texas Higher Education Coordination Board Commissioner meet the criteria and requirements for such submittals.	Vice President for Administration and Finance
Negotiate, execute, and administer all contracts (revenue/expenditure) and procurement of equipment, goods, and services, or extension, modification or renewal of existing contracts, less than $100,000 that do not require approval by the TSU Board of Regents, along with related documents and instruments.	Provost or Vice President for Administration and Finance
Negotiate, execute, and administer all contracts (revenue/expenditure) and procurement of equipment, goods, and services, or extension, modification or renewal of existing contracts within the area of the Department of Athletics less than $100,000, that do not require approval by the TSU Board of Regents, along with related documents and instruments.	Vice President for Administration and Finance
Negotiate, execute, and administer all coaches contracts less than $100,000.	Athletics Director
Give prior written approval for domestic travel and the payment/reimbursement of associated travel expenses for faculty and staff in your area of responsibility.	Provost, Vice Presidents, General Counsel, Athletics Director, Chief of Staff

Give prior written approval for domestic travel and the payment/reimbursement of associated travel expenses for members of the TSU Board of Regents and staff members in the President's Office, the Board of Regents' Office, the Internal Audit Office and departments and offices reporting directly to the President.	President's Chief of Staff
Approve purchases and reimbursements for members of the TSU Board of Regents and staff members in the President's Office, Board of Regents' Office, Internal Audit Office and departments and offices reporting directly to the President.	President's Chief of Staff
Approve budget transfers, personnel actions and staff requests, excluding those which require additional funds or an increase in FTE in excess of the current fiscal year's budget, in your area of responsibility. (Since we are currently under a freeze on hiring and a freeze on salary increases, any new hires and/or salary increases must be approved in advance by the president.)	Executive Vice President, Provost, Vice Presidents, General Counsel, Athletics Director, President's Chief of Staff
Approve budget transfers, personnel actions, leave requests, payroll time sheets, and staff requests and appointments, excluding those which require additional funds or an increase in FTE in excess of the current fiscal year's budget, for staff members in the President's Office, Board of Regents Office, Internal Audit Office and departments and offices reporting directly to the President.	President's Chief of Staff
Approve all research and non-research grant proposals and all sub-awards.	Provost

Set fees for each continuing education course in an amount sufficient to permit Texas Southern University to recover the costs of providing the fee.	Provost
Approve Inter-Agency Agreements of less than $100,000 (SORM, Worker's Compensation, etc.)	Vice President for Administration and Finance
Approve institutional, organizational, and professional memberships.	Vice President for Administration and Finance
Subject to the delegation to execute contracts noted above, sign all documents related to contracts for selection of architects, consultants and other professional services.	Vice President for Administration and Finance
Sign to commission University peace officers.	Vice President for Administration and Finance
Accept service of complaints and other legal process on behalf of the University and/or the President.	General Counsel
Negotiate, execute, and administer all contracts/agreements with outside counsel, less than $100,000.	General Counsel
Approve and pay all institutionally controlled funds presented to the Comptroller of Public Accounts	Current designees' names on file in the Office of the Vice President for Administration and Finance.