

**DELEGATIONS OF SIGNATURE AUTHORITY FOR THE  
MAIN CAMPUS AND BRANCH CAMPUSES  
NEW EXHIBIT B1 TO POLICY NO. 2010  
(Health Sciences Center and UNM Hospital Delegations Omitted)  
Effective Date: 6/15/2012**

Revised 12/20/2013, 2/23/2015, 9/11/2015, 9/15/2015, 9/19/2016, 2/2/2017, 8/18/2017, 9/29/17, 1/4/18,  
11/2/18, 3/3/2021, 11/01/2021, 6/16/2022, 1/13/23, 10/28/24, 7/9/25

<b>NEW NO.</b>	<b>CONTRACT TYPE</b>	<b>OLD NO.</b>	<b>AUTHORITY DELEGATED</b>	<b>DELEGATEE AND LIMITATION (IF ANY)</b>	<b>DELEGATOR</b>
<b>1</b>	<b>ARCHITECTS AND ENGINEERS</b>		Construction contracts for architectural and engineering services	·Executive Project Director, Institutional Support Services  Note: Chief Procurement Officer's signature required and contracts must be under \$300,000, and subject to summary reports submitted to EVP for Finance and Administration	EVP for Finance and Administration
<b>1A</b>	<b>ATHLETICS (FINANCIAL AID)</b>	45a	Athletic Grant in Aid Agreements to students	·Director of Financial Aid  ·Manager of Financial Aid	Provost
<b>2</b>	<b>BANKING</b>	62	Establishment of bank accounts and banking agreements	·Controller  ·Deputy Controller  ·Director, Office of Planning, Budget, and Analysis  ·University Treasurer	EVP for Finance and Administration
<b>3</b>	<b>COLLECTIVE BARGAINING</b>	81	Collective bargaining agreements with unions representing UNM employees	·Assistant VP for Human Resources  ·Provost/EVP for Academic Affairs  Note: Delegation to AVPHR is only for staff collective bargaining agreements. Delegation to Provost is only for faculty and student collective bargaining agreements.	EVP for Finance and Administration
<b>4</b>	<b>EMPLOYEE BENEFITS</b>	169	Purchase of services contracts in connection with employee health and other benefits programs, third party	·Assistant VP for Human Resources  Note: Chief Procurement	Chief Procurement Officer

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			administrative services agreements, and stop loss insurance agreements	Officer's signature required	
4A	<b>EMPLOYEE BENEFITS PLAN DOCUMENTS</b>		Approval of plan documents in connection with employee health, retirement, and other benefits programs	· Assistant VP for Human Resources Note: Does not apply to purchases of service contracts, which are covered under #4	EVP for Finance and Administration
5	<b>EMPLOYMENT (CONTRACT STAFF)</b>	3	Employment contracts for contract staff	· President's Chief of Staff · Senior Vice Provost Note: Only for the staff within their units who are on annual (or other) contracts. · AVP for Human Resources Note: Only for the staff for whose positions the EVPFA is responsible for employing.	University President
5A	<b>EMPLOYMENT (ATHLETICS CONTRACT STAFF)</b>		Employment contracts for contract staff in the Division for Intercollegiate Athletics	· President's Chief of Staff Note: Limited to employment contracts for Athletics department administrative support staff of Salary Grade above 15 who are on annual contracts. · Director of Intercollegiate Athletics Note: Limited to Assistant Coach Contracts and administrative support staff of Salary Grade 15 and below who are on annual (or other) contracts.	University President
6	<b>FACILITIES USE</b>	141	Rental of Popejoy Hall and performance agreements; parking lot usage with non-UNM organizations; MOUs with UNM's affiliated groups regarding occasional use of UNM facilities and Parking and Transportation Services	· Associate VP for Institutional Support Services · Director of Public Events	Chief Procurement Officer

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			("PATS") staff; small contracts for services for PATS		
7	<b>FACILITIES USE (STUDENT LIFE)</b>		Rental of Student Union Building and classrooms for special events and meetings	·Associate VP for Student Life	VP for Student Affairs
8	<b>FACULTY</b>	2	Faculty (temporary part-time) offer letters and summer session appointment agreements	·Deans ·Associate Deans ·Academic Operations Officers ·Branch Campus Directors ·School of Public Administration Director Note: Only for their respective units	Provost
9	<b>FACULTY</b>	9	Faculty letters of academic title	·Sr. Vice Provost for Academic Affairs ·Assoc. Provost for Academic Personnel	Provost
10	<b>FACULTY (UNFUNDED)</b>	7	Unfunded academic contracts	·Sr. Vice Provost for Academic Affairs ·Assoc. Provost for Academic Personnel	Provost
11	<b>INSTITUTES (BBER)</b>	51	Small contracts for information services, surveys, economic forecast services, and other research projects in BBER	·Director of BBER Note: Contracts must be less than \$10,000	EVP for Finance and Administration
12	<b>INSTITUTES (INSTITUTE FOR PUBLIC LAW)</b>	34	Contracts for services performed by the Institute for Public Law within the scope of UBPPM Policy 2010	·Director, Institute of Public Law Note: Contracts must be less than \$5,000	EVP for Finance and Administration
13	<b>INSTITUTES (NANOSCIENCE@UNM)</b>	164	Nanoscience@UNM Internal Service Facilities Use Agreements	·CHTM Director ·CHTM Associate Director	EVP for Finance and Administration
13A	<b>INSTITUTIONAL REVIEW BOARD SERVICES</b>		Contracts for services provided to outside entities by Institutional Review Board	·Vice President for Research ·Executive Director of Research and Compliance	EVP for Finance and Administration

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				·Director, Office of Institutional Review Board	
<b>14</b>	<b>INTELLECTUAL PROPERTY ASSIGNMENTS</b>	139	Assignments of UNM owned inventions and other intellectual property to STC and assignments to inventors or creators	·VP for Research ·Associate VP for Research Initiatives	University President and EVP for Finance and Administration
<b>15</b>	<b>INTERNET PUBLISHING</b>	49	Internet publishing agreements on behalf of UNM	·Vice Provost of Extended University, Academic Affairs	EVP for Finance and Administration
<b>16</b>	<b>IT (UNFUNDED)</b>	35	Confidentiality, nondisclosure, license, and similar intellectual property agreements required by hardware and software vendors	·CIO Note: Unfunded agreements only and must pertain to IT business	EVP for Finance and Administration
<b>17</b>	<b>IT (UNFUNDED)</b>	166	Third party developer program agreements for universities	·CIO Note: No fee, electronically signed, click-through agreements only	EVP for Finance and Administration
<b>18</b>	<b>JOHN SOMMERS GALLERY</b>	37	John Sommers Gallery Exhibition Contracts, using form contract	·Faculty Chair of Students' Committee of Studies	VP for Student Affairs
<b>19</b>	<b>PHOTOGRAPHY SERVICES</b>	82	Photography services for commencement services	·University Secretary Note: Only agreements without expenditures	EVP for Finance and Administration
<b>20</b>	<b>PUBLISHING</b>	28	Form publishing agreements with authors and proprietors, reprint agreements, foreign rights agreements, work-made-for-hire agreements, and distribution agreements on behalf of UNM Press	·Provost ·Director and Associate Director of UNM Press ·Associate VP for Academic Affairs Note: Associate Director may sign only when Director is absent > 2 days	EVP for Finance and Administration
<b>21</b>	<b>PURCHASES</b>	21	Contracts other than construction contracts and designated professional	·Contracts Specialist ·Procurement Data Manager Note: Up to \$100,000 per	Chief Procurement Officer

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			services	transaction	
21A	PURCHASES		Contracts other than construction contracts and designated professional services	·Buyer Note: Up to \$60,000 per transaction	Chief Procurement Officer
22	PURCHASES	22	Contracts other than construction contracts and designated professional services	·Senior Contracts Specialist Note: Up to \$250,000 per transaction	Chief Procurement Officer
23	PURCHASES	23 & 66	Purchase of goods and services other than construction contracts, and including for the purchase of professional services	·Purchasing Manager ·Associate Director, Finance and Administration Note: Up to \$500,000 per transaction; professional services contracts described in UAP 2010, Sec. 4.10 require co-signature of Sr VP for Finance and Administration or delegee	Chief Procurement Officer
23A	PURCHASES		Contracts for goods and services	·Director, UNM Press ·Director, Student Activities Center ·Director, Recreational Services and Johnson Center ·Director, Financial Operations, Provost's Office ·Director, Facilities Management ·Director, Public Events ·Team Opns Director, Sports Administration Note: Contracts must be \$10,000 or less	Chief Procurement Officer
24	PURCHASES	156	Delegates same authority as given to Chief Procurement Officer	·Associate Director, Finance and Administration	Chief Procurement Officer
25	PURCHASES		Food contracts and pouring	·Associate VP for Student Life	Chief Procurement

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	(STUDENT LIFE)		rights contracts	Note: Must be co-signed by Chief Procurement Officer	Officer
26	SPONSORED RESEARCH		Research and other sponsored project agreements (contract and grant documents, including subawards)	<ul style="list-style-type: none"> <li>· Controller</li> <li>· Chief Procurement Officer</li> <li>· Chief Financial Services Officer</li> <li>· Deputy Controller</li> <li>· VP for Research</li> <li>· AVP for Research</li> <li>· Assoc Dir, Sponsored Prjcts</li> </ul>	EVP for Finance and Administration
26A	SPONSORED RESEARCH (FINANCIAL REPORTS/BILLINGS)		Certifications of annual and final fiscal reports and vouchers	<ul style="list-style-type: none"> <li>· Controller</li> <li>· Deputy Controller</li> <li>· Chief Financial Services Officer</li> <li>· Financial Services Accountants</li> </ul>	EVP for Finance and Administration
26B	SPONSORED RESEARCH (NO COST EXTENSIONS/ NEUTRAL RE-BUDGET REVISIONS)	NEW	Modifications to existing research and other sponsored project agreements related to No Cost Extensions (NCEs) and neutral re-budgeting revisions	<ul style="list-style-type: none"> <li>· Controller</li> <li>· Deputy Controller</li> <li>· Chief Financial Services Officer</li> <li>· Director, Office of Sponsored Projects</li> <li>· VP for Research</li> <li>· AVP for Research</li> <li>· Assoc Dir, Sponsored Prjcts</li> </ul>	EVP for Finance and Administration
27	SPONSORED RESEARCH (PROPOSALS)	4&5	Proposals for sponsored projects	<ul style="list-style-type: none"> <li>· Director, Office of Sponsored Projects</li> <li>· Assoc Dir, Office of Sponsored Projects</li> <li>· Manager, Office of Sponsored Projects</li> <li>· Sponsored Projects Officers</li> <li>· Sponsored Projects Specialists</li> <li>· Contract and Grant Administrators</li> </ul>	VP for Research

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<b>28</b>	<b>SPONSORED RESEARCH (UNFUNDED)</b>		Research contracts not involving the receipt or expenditure of funds or otherwise incurring direct financial obligations	<ul style="list-style-type: none"> <li>·Associate VP for Research</li> <li>·Assoc Dir, Office of Sponsored Projects</li> <li>·Controller</li> <li>·Chief Procurement Officer</li> <li>·Chief Financial Services Officer</li> </ul>	VP for Research
<b>29</b>	<b>STUDENTS (EMPLOYMENT)</b>	160	Student employment, including work study contracts	<ul style="list-style-type: none"> <li>·VP for Enrollment Management</li> <li>·Director of Financial Aid</li> </ul>	Provost
<b>30</b>	<b>STUDENTS (HOUSING)</b>	11a	Housing contracts with students	<ul style="list-style-type: none"> <li>·Director of Housing</li> <li>·Associate VP for Student Life</li> </ul>	EVP for Finance and Administration
<b>31</b>	<b>STUDENTS (UNFUNDED)</b>	8	Unfunded agreements for student educational experiences	<ul style="list-style-type: none"> <li>·Deans</li> <li>·Executive Director, Global Education Initiatives</li> <li>·Academic Directors</li> <li>·Associate Deans</li> </ul> <p>Note: Only for their respective units</p>	Provost