

**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

NEW NO.	CONTRACT TYPE	OLD NO.	AUTHORITY DELEGATED	DELEGATEE AND LIMITATION (IF ANY)	DELEGATOR
1	ARCHITECTS AND ENGINEERS		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 Sr VP for Finance and Administration	EVP for Finance and Administration
1A	ATHLETICS (FINANCIAL AID)	45a	Athletic Grant in Aid Agreements to students	·Director of Financial Aid ·Manager of Financial Aid	Provost
2	BANKING	62	Establishment of bank accounts and banking agreements	·Controller ·Deputy Controller ·Director, Office of Planning, Budget, and Analysis	EVP for Finance and Administration
3	COLLECTIVE BARGAINING	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
4	EMPLOYEE BENEFITS	169	Purchase of services contracts in connection with employee health and other benefits programs, third party administrative services	·Assistant VP for Human Resources Note: Chief Procurement Officer's signature required	Chief Procurement Officer

NEW NO.	CONTRACT TYPE	OLD NO.	AUTHORITY DELEGATED	DELEGATEE AND LIMITATION (IF ANY)	DELEGATOR
			agreements, and stop loss insurance agreements		
4A	EMPLOYEE BENEFITS PLAN DOCUMENTS		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	EMPLOYMENT (CONTRACT STAFF)	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	EMPLOYMENT (ATHLETICS CONTRACT STAFF)		Employment contracts for contract staff in the Division for Intercollegiate Athletics	· 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	FACILITIES USE	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 ("PATS") staff; small contracts for services for PATS	· Associate VP for Institutional Support Services · Director of Public Events	Chief Procurement Officer
7	FACILITIES USE (STUDENT LIFE)		Rental of Student Union Building and classrooms for special events and meetings	· Associate VP for Student Life	VP for Student Affairs
8	FACULTY	2	Faculty (temporary part-time) offer letters and summer	· Deans	Provost

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			session appointment agreements	·Associate Deans ·Academic Operations Officers ·Branch Campus Directors ·School of Public Administration Director Note: Only for their respective units	
9	FACULTY	9	Faculty letters of academic title	·Sr. Vice Provost for Academic Affairs ·Assoc. Provost for Academic Personnel	Provost
10	FACULTY (UNFUNDED)	7	Unfunded academic contracts	·Sr. Vice Provost for Academic Affairs ·Assoc. Provost for Academic Personnel	Provost
11	INSTITUTES (BBER)	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	INSTITUTES (INSTITUTE FOR PUBLIC LAW)	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	INSTITUTES (NANOSCIENCE@UNM)	164	Nanoscience@UNM Internal Service Facilities Use Agreements	·CHTM Director ·CHTM Associate Director	EVP for Finance and Administration
13A	INSTITUTIONAL REVIEW BOARD SERVICES		Contracts for services provided to outside entities by Institutional Review Board	·Vice President for Research ·Executive Director of Research and Compliance ·Director, Office of Institutional Review Board	EVP for Finance and Administration
14	INTELLECTUAL PROPERTY ASSIGNMENTS	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

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15	INTERNET PUBLISHING	49	Internet publishing agreements on behalf of UNM	·Vice Provost of Extended University, Academic Affairs	EVP for Finance and Administration
16	IT (UNFUNDED)	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
17	IT (UNFUNDED)	166	Third party developer program agreements for universities	·CIO Note: No fee, electronically signed, click-through agreements only	EVP for Finance and Administration
18	JOHN SOMMERS GALLERY	37	John Sommers Gallery Exhibition Contracts, using form contract	·Faculty Chair of Students' Committee of Studies	VP for Student Affairs
19	PHOTOGRAPHY SERVICES	82	Photography services for commencement services	·University Secretary Note: Only agreements without expenditures	EVP for Finance and Administration
20	PUBLISHING	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
21	PURCHASES	21	Contracts other than construction contracts and designated professional services	·Contracts Specialist ·Procurement Data Manager Note: Up to \$100,000 per transaction	Chief Procurement Officer
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	·Senior Contracts Specialist Note: Up to \$250,000 per	Chief Procurement

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			designated professional services	transaction	Officer
23	PURCHASES	23 & 66	Purchase of goods and services other than construction contracts, and including for the purchase of professional services	<ul style="list-style-type: none"> · Purchasing Manager · Associate Director, University Services 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	<ul style="list-style-type: none"> · 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	<ul style="list-style-type: none"> · Associate Director, Procurement Services 	Chief Procurement Officer
25	PURCHASES (STUDENT LIFE)		Food contracts and pouring rights contracts	<ul style="list-style-type: none"> · Associate VP for Student Life Note: Must be co-signed by Chief Procurement Officer	Chief Procurement Officer
26	SPONSORED RESEARCH		Research and other sponsored project agreements (contract and grant documents, including subawards)	<ul style="list-style-type: none"> · Controller · Chief Procurement Officer · Chief Financial Services Officer · Deputy Controller 	EVP for Finance and Administration

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26A	SPONSORED RESEARCH (FINANCIAL REPORTS/BILLINGS)		Certifications of annual and final fiscal reports and vouchers	·Controller ·Deputy Controller ·Chief Financial Services Officer ·Financial Services Accountants	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	·Controller ·Deputy Controller ·Chief Financial Services Officer ·Director, Office of Sponsored Projects	EVP for Finance and Administration
27	SPONSORED RESEARCH (PROPOSALS)	4&5	Proposals for sponsored projects	·Director, Office of Sponsored Projects ·Manager, Office of Sponsored Projects ·Sponsored Projects Officers ·Sponsored Projects Specialists ·Contract and Grant Administrators	VP for Research
28	SPONSORED RESEARCH (UNFUNDED)		Research contracts not involving the receipt or expenditure of funds or otherwise incurring direct financial obligations	·Associate VP for Research ·Controller ·Chief Procurement Officer ·Chief Financial Services Officer	VP for Research
29	STUDENTS (EMPLOYMENT)	160	Student employment, including work study contracts	·VP for Enrollment Management ·Director of Financial Aid	Provost
30	STUDENTS (HOUSING)	11a	Housing contracts with students	·Director of Housing ·Associate VP for Student Life	EVP for Finance and Administration
31	STUDENTS (UNFUNDED)	8	Unfunded agreements for student educational experiences	·Deans ·Executive Director, Global Education Initiatives	Provost

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				·Academic Directors ·Associate Deans Note: Only for their respective units	