

**MICHIGAN STATE**  
**UNIVERSITY**

February 2, 2023

**MEMORANDUM**

To: Deans, Directors, Chairs and CORE Members

From: Teresa K. Woodruff, Ph.D., Interim President



Subject: Delegation of Signature Authority

The Bylaws of the Board of Trustees of Michigan State University authorize the President to execute contracts and other legal documents on behalf of the Board of Trustees. Consistent with Article 11 of the Bylaws, the President may also authorize other administrators to execute contracts and other legal documents on behalf of the Board of Trustees.

Effective immediately, the following individuals are authorized to execute contracts and other legal documents on behalf of the Board of Trustees:

- a. Executive Vice President for Administration
- b. Senior Vice President, Chief Financial Officer and Treasurer
- c. Executive Director of Contract and Grant Administration

In addition, the following individuals are given authority as noted:

- d. The General Counsel, Deputy General Counsel, Associate General Counsels, Assistant General Counsels and Staff Attorneys are authorized to execute all legal documents, including those required for purposes of litigation and/or other court proceedings and settlement agreements for the resolution of such proceedings.
- e. The Executive Vice President for Administration is authorized to sign collective bargaining agreements related to non-academic employees. The Executive Vice President for Administration and the Vice President for Human Resources are authorized to sign other documents directly associated with collective bargaining agreements related to non-academic employees. The Executive Vice President for Administration and the Vice President for Human Resources may re-delegate authority to sign collective bargaining agreements related to non-academic employees and other documents directly associated with those collective bargaining agreements to the Director of Employee Relations.



**OFFICE OF THE  
PRESIDENT**

Michigan State University  
Hannah Administration Building  
426 Auditorium Road, Room 450  
East Lansing, Michigan  
48824

Phone 517.355.6560  
Fax 517.355-4670  
[www.president.msu.edu](http://www.president.msu.edu)

- f. The Vice President for Human Resources is authorized to sign individual settlement agreements for the resolution of workers' compensation claims. The Vice President for Human Resources may re-delegate this authority to the Director of Benefits.
- g. The Provost is authorized to sign collective bargaining agreements related to academic employees, including graduate teaching assistants. The Provost and the Associate Provost and Associate Vice President for Faculty and Academic Staff Affairs each are authorized to sign other documents directly associated with collective bargaining agreements related to academic employees.
- h. The Provost is authorized to sign all affiliation agreements, including master agreements with organizations for student placement and faculty affiliation agreements. Additionally, the Provost may sign agreements for educational collaboration with other institutions. The Executive Vice President for Health Sciences is authorized to sign all the above agreements as it relates to the College of Human Medicine, College of Osteopathic Medicine, and the College of Nursing.
- i. The Associate Provost and Associate Vice President for Faculty and Academic Staff Affairs is authorized to sign immigration petitions and other related documents representing the university in the sponsorship of foreign nationals for employment-based immigrant and nonimmigrant visas.
- j. The Senior Vice President, Chief Financial Officer and Treasurer may delegate authority to the Associate Vice President and University Controller to execute agreements for the commitment and spending of university funds on certain transactions identified by the Senior Vice President, Chief Financial Officer and Treasurer as low risk and not applicable to competitive bids and other competitive sourcing efforts. The Associate Vice President and Controller may re-delegate that authority to Major Administrative Unit fiscal officers.
- k. The Chief Investment Officer and Chief Operating Officer of the Investment Office are authorized to select, negotiate and sign necessary agreements, consistent with university policies, to engage a custodian bank to provide custodial and fund administration services for MSU's Common Investment Fund (Endowment).
- l. The Associate Vice President and Chief Procurement Officer is authorized to make commitments, via purchase orders, procurement contracts and related documents. This authority may be re-delegated to the Assistant Director of Procurement and other qualified buying staff. The Associate Vice President and Chief Procurement Officer is also authorized to re-delegate authority to approved satellite purchasing units (such as the

Facility for Rare Isotope Beams, Food Stores and the Library) that operate under the policies set forth in the MSU Manual of Business Procedures.

- m. The Associate Vice President for Research and Innovation – Sponsored Programs Administration is authorized to sign research contract and grant proposals and related agreements, award contracts and related documents, reports and payment request documents.
- n. The Executive Director, Assistant Director(s) and Manager(s) of Contract and Grant Administration (CGA) each are authorized to sign award documents and related documents, financial reports and payment request documents. CGA staff members have the authority to sign financial reports.
- o. The Executive Director, Assistant Director(s) and Manager(s) of the Office of Sponsored Projects (OSP) each are authorized to sign contract and grant proposals and related agreements, as well as award documents and related documents. OSP staff members have the authority to submit contract and grant proposals.
- p. The Executive Director of Contract and Grant Administration is authorized to re-delegate signature authority for certain low risk agreements to unit administrators. A low risk agreement is one that has been generated by MSU, has been reviewed by the General Counsel's Office, and has a monetary value less than \$50,000 per year.
- q. The Associate Vice President for Innovation and Economic Development and Sponsored Programs Assistant Director of MSU Business Connect each are authorized to sign contract and grant awards and related agreements with for-profit sponsors, except when from a government prime funding source. In such cases, OSP staff have signature authority. [See (o) above.]
- r. The Executive Director and Associate Director of MSU Technologies each are authorized to sign confidential disclosure agreements, material transfer agreements, data use agreements, licenses, other documents directly related to patent application, assignment and protection, and other documents directly related to copyright registration, assignment and protection.<sup>1</sup> The authority to sign confidential disclosure agreements and material transfer agreements may be re-delegated to the Assistant Director of MSUT, or to the Assistant Vice President for Innovation and Economic Development or Sponsored Projects Assistant Director of MSU Business

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<sup>1</sup> The authority to sign confidential disclosure agreements encompasses the authorization to sign confidentiality agreements pursuant to the Michigan Freedom of Information Act (MCLA 15.231 et. seq.) and the Confidential Research and Investment Information Act (MCLA 390.1551 et. seq.).

Connect for limited periods of time when both the Executive and Associate Director are unavailable.

- s. The Director of Export Control and Trade Sanctions is authorized to sign export control related agreements such as Technology Control Plans, Military Critical Technical Data Agreements (Form DD2345), and export license applications to federal agencies.
- t. The Dean of the MSU Libraries is authorized to sign author agreements on behalf of the MSU Press.
- u. The Director of the Facility for Rare Isotope Beams is authorized to sign memoranda of understanding engaging in scientific collaborations, which contain no intellectual property restrictions or financial commitments.
- v. The Vice President and Director of Intercollegiate Athletics is authorized to sign contracts and other documents directly related to the scheduling of intercollegiate athletic events and employment contracts for all coaches other than the head coaches for football, men's and women's basketball, and men's ice hockey. In addition, the Vice President and Director of Intercollegiate Athletics is authorized to sign standard cooperate sponsorship agreements whose terms conform to the standard agreement reviewed by the Office of the General Counsel. Documents other than employment agreements may be signed by the Assistant Vice President and Deputy Director of Intercollegiate Athletics in the absence of the Vice President and Director of Intercollegiate Athletics.
- w. The Senior Vice President for Student Life and Engagement is authorized to sign agreements related to the operation of the residence halls, apartments, conference facilities, Culinary Services, University Apartments, Kellogg Center, Breslin Center, Union Building, Golf Course, Tennis Facility and Residence Life with a term of not more than five years.
- x. The Manager of University Licensing is authorized to sign agreements related to the licensing of MSU trademarks and symbols, with a monetary value estimated to be less than \$50,000 and with a term not more than five years. The Senior Vice President for Student Life and Engagement and Vice President for Marketing, Public Relations and Digital Strategy are each authorized to sign agreements related to licensing of MSU trademarks and symbols with a monetary value of more than \$50,000. The Vice President for Marketing, Public Relations and Digital Strategy is authorized to sign agreements related to the use of MSU trademarks and symbols for purposes other than licensing. The Vice President for Marketing, Public Relations and Digital Strategy is also authorized to sign location agreements for filming on MSU property and all agreements related to still photography on campus.

- y. The Vice President for Strategic Infrastructure Planning and Facilities is authorized to sign all construction and construction design related documents, agreements, change orders, and contracts. The Vice President for Strategic Infrastructure Planning and Facilities may re-delegate this authority to the Assistant Vice President for Real Estate and Capital Planning and the Director of Planning Design and Construction, and also may re-delegate the authority to sign construction and design change orders of less than \$5,000 to the Construction Administrator. The Vice President for Strategic Infrastructure Planning and Facilities is authorized to sign agreements related to the management and use of real property, including facility use agreements, licenses, access agreements, service agreements and other similar agreements, whether the University is the owner or the user under such agreements, and may re-delegate the authority to the Assistant Vice President for Real Estate and Capital Planning and the Director of the Real Estate Office for such agreements with a monetary value of less than \$50,000 and with a term of not more than five years.

***All re-delegations described and authorized in this memorandum must be done in writing, with a copy provided to the Executive Vice President for Administration.***

This memorandum supersedes the memorandum on this subject dated May 24, 2022. This memorandum does not affect Presidential or Board of Trustees delegations of authority that were not the subject of this memorandum.

This memorandum does not address the need for legal review of contracts and other legal documents prior to signature. It is expected that campus units will assure that all contracts and legal documents receive an appropriate level of review from the Office of the General Counsel.