

UL Lafayette Delegation of Signing Authority
Revised: February 1, 2016

Document Category	Document Description	Routing Signatures Required										Final Signature(s) Required
		Dept. Head	Dean/Dir.	Area VP	CIO	Other	Other	Provost	Oper. Review	CPO	VP for Admin	
Human Resources												
Approvals/Requests	Request to Create A New Position (Faculty, Unclassified, Classified)	√	√	√		Human Resources (forward original after President)		√**			√	President
Approvals/Requests	Request to Create A New Position (Classified)	√	√	√		Human Resources (forward original after President)					√	President
Approvals/Requests	Requests to Fill Vacant Budgeted Position (Faculty)	√	√	√				Robert McKinney			√	Provost (PRESIDENT until New Provost)
Approvals/Requests	Requests to Fill Vacant Budgeted Position (Unclassified/Administrative)	√	√	√				√**			√	President
Approvals/Requests	Requests to Fill Vacant Budgeted Position (Classified)	√	√	√				√**				VP Administration
Approvals/Requests	Permission to Set Own Hours (Annual Memo to VP's & athletic personnel who are ineligible for comp time.)	√	√	√		Human Resources (forward original after President)						President
Approvals/Requests	Approval of Faculty Promotion Recommendations	√	√					√			√	President
Approvals/Requests	Approval of Sabbatical Awards	√	√					√				President
Approvals/Requests	Approval of Summer Research Awards	√	√					√				President

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Approvals/Requests	Approval of Tenure Recommendations	√	√					√				President
Approvals/Requests	Approval of Wage/Payroll Vouchers for Camps (Athletic)	√	√			Athletic Director						VP Administration
Approvals/Requests	Approval of Wage/Payroll Vouchers for Camps (Non-Athletic)	√	√	√								VP Administration w/copy to President
Approvals/Requests	Approval of Wage/Payroll Vouchers for Compliance Graduate Assistants					Athletic Director						President
Approvals/Requests	Approval of Visiting Researcher/Scholar	√	√	√								President
Approvals/Requests	Overtime Requests	√	√	√								VP Administration
Approvals/Requests	Request for Compensation from Restricted Accounts (Athletic Personnel for Camps)	√	√			Athletic Director						VP Administration
Approvals/Requests	Request to appoint "acting" or "continuing" department head or other administrative title change such as "interim Dean"	√	√	√				√**			√	President
Approvals/Requests	Request to change an existing position ex: rank, title, qualifications, etc. (Faculty & Unclassified)	√	√	√				√**			√	President

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Approvals/Requests	Request to change funding for a position (salary increase, account number change)	√	√	√				√**			√	President
Approvals/Requests	Resignation Acceptance, as recommended by VP or highest authority (Faculty & Unclassified)	√	√	√				√**				President
Approvals/Requests	Retirement Acceptance (Faculty & Unclassified)	√	√	√				√**				President
Approvals/Requests	Requests for Sabbatical Leave	√	√	√				√				President
Approvals/Requests	Request to Abolish an Existing Position (Restricted Funding Source)	√	√	√							√	President
Appointments (HR Form)	Academic Appointment (Request for Additional Pay)	√	√	√								Provost (McKinney until New Provost)
Appointments (HR Form)	Academic Appointment (Adjuncts)	√	√									Provost (McKinney until New Provost)
Appointments (HR Form)	Academic Appointment (Emergency Temporary)	√	√									Provost (McKinney until New Provost)
Appointments (HR Form)	Academic Appointment (Graduate Student Teaching)	√	√			Grad School						Provost (McKinney until New Provost)
Appointments (HR Form)	Academic Appointment (Continuing and New)	√	√			Human Resources/EE O	Faculty Dev					Provost (McKinney until New Provost)

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Appointments (HR Form)	Academic Appointment (Continuing Ed Contract, if required)	√	√	√								Provost (McKinney until New Provost)
Appointments (HR Form)	Academic Appointment (Intensive English Program)	√	√									Provost (McKinney until New Provost)
Appointments (HR Form)	Academic Appointment (University College)	√	√			Univ College						Provost (McKinney until New Provost)
Appointments (HR Form)	Unclassified Administrative Staff Appointment	√	√	√		Human Resources	Faculty Dev	√**				President
Appointments (HR Form)	Academic/Unclassified Appointment (Restricted "R" Accounts)	√	√	√		Human Resources	SPFAC	√**			√	President
Appointments	Appointment of Faculty Member(s) to Serve on Professorship Nominations/Screening Committees	√	√									Provost (McKinney until New Provost)
Appointments	Approval of Recommendations for Summer School Faculty Positions	√	√									Provost (Ellen Cook until New Provost)
Appointments (HR Form)	Academic Lab Assistant Appointment Forms	√	√									Provost (McKinney until New Provost)
Facilities / Event Management												
Catering/Events	Requests to Serve Alcohol (Academic Units)	√	√					√				VP Administration

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		Dept. Head	Dean/Dir.	Area VP	CIO	Other	Other	Provost	Oper. Review	CPO	VP for Admin	
Catering/Events	Requests to Serve Alcohol (All Other Units/Non-Academic)	√	√	√								VP Administration
Catering/Events	Requests to Use Outside Catering	√	√	√								VP Administration
Catering/Events	Special Meal Request (Academic w/Max Limit Determined)	√	√					√				VP Administration
Catering/Events	Special Meal Request (All Other Units/Non-Academic w/Max Limit Determined)	√	√	√								VP Administration
Facilities Use Contracts/Agreements	Facility Usage Agreements (Abdalla Hall, Alumni Center, Angelle Hall, Picard Center, University Art Museum, etc.)	√	√	√		University Police	(Copy to) Transportation Services					VP Administration (Copy to President)
Facilities Use Contracts/Agreements	Facility Usage Agreements (Outside Facilities)	√	√	√					√			VP Administration (Copy to President)
Facilities Use Contracts / Agreements	Interdepartmental Academic Facilities Room Usage (University Departments)	√	√			Registrar						Dean of requested building
Facilities Use Contracts / Agreements	Academic Facilities Room Usage (Outside Agency)	√	√			Registrar	(Copy to) Transportation Services	√				VP Administration (Copy to President)
Facilities Use Contracts / Agreements	Facilities Lease Agreement (Blackham, Athletic Facilities, University Grounds)	√	√				(Copy to) Transportation Services		√			VP Administration (Copy to President)

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Facilities Use Contracts / Agreements	Servitude Agreements with City/Consolidated Government								√		√	President
Facilities Management	Maintenance Work Request Forms	√	√	√								VP Administration
Facilities Management	Requests to Waive Rental or Cleaning Fees for Facility Usage	√	√	√								VP Administration (Copy to President)
Legal Documents												
Contracts/Proposals/Agreements	Campus-Wide Master Agreements/Outsourcing Contracts	√	√	√					√	√	√	President
Contracts/Proposals/Agreements	Affiliation Agreements with Other Universities (Domestic & International)	√	√	√				√	√			President
Contracts/Proposals/Agreements	Affiliation Agreements with Medical Facilities (Student Clinicals)	√	√	√					√			Provost (Cook until New Provost)
Contracts/Proposals/Agreements	Agreements with Outside Agencies/Companies	√	√	√					√	√	√	President
Contracts/Proposals/Agreements	Internship Agreements	√	√						√			Provost (Cook until New Provost)
Contracts/Proposals/Agreements	Cooperative Endeavor Agreements	√	√	√					√	√	√	President
Contracts/Proposals/Agreements	Athletic Director & Head Athletic Coaches Contracts								√		√	President

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Contracts/Proposals/Agreements	Athletic Contracts (Game Day Agreements/Guarantees)					Athletic Director				√	√	President
Contracts/Proposals/Agreements	Research Contracts & Amendments to Research Contracts	√	√	√		VP Research	SPFAC		√		√	Provost (Ramesh Kolluru until New Provost)
Contracts/Proposals/Agreements	Research Proposals for External Funding	√	√	√							√	Provost (Ramesh Kolluru until New Provost)
Contracts/Proposals/Agreements	Research Reports Financial/Technical (Final, Annual, Interim)	√	√	√	√		SPFAC		√			VP Administration
Contracts/Proposals/Agreements	Title 38 Public Works Contracts & Change Orders									√		VP Administration
Contracts/Proposals/Agreements	Subawards/Subcontracts for Research Grants	√	√	√		SPFAC				√		VP Administration
Contracts/Proposals/Agreements	Technology License Agreements	√	√	√	√						√	Chief Procurement Officer
Purchases												
	Professional Services (Contracts & Amendments to Professional Services Contracts)	√	√	√						√		VP Administration
	Information Technology Agreements, Software Purchases & Maintenance Agreements	√	√	√	√					√		VP Administration
	Catering/Food Services Contracts		√							√	√	President

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	Computer Equipment Purchase (Laptop/Desktop/Tablets/Printers, etc.)	√	√	√	√					√		VP Administration
	Cajundome Usage/Rental Agreement								√	√		President
	Promotional Items Requests/Requisitions	√	√	√			Director, Communications & Marketing				√	Chief Procurement Officer
	Purchase Orders	√	√	√							√	Chief Procurement Officer
	Sole Source/Emergency Purchasing Requests	√	√	√							√	Chief Procurement Officer
	Direct Charge Requisitions/Invoices	√	√	√							√	Chief Procurement Officer
	LaCarte Charges	√	√	√							√	Chief Procurement Officer
	Purchase of Advertising (Governed by RS 43:111)	√	√	√			Director, Communications & Marketing				√	Chief Procurement Officer
Travel												
Travel	Approval for Travel (All Academic & Administrative Units, excluding Athletics)	√	√	√								VP Administration
Travel	Approval for Vice Presidents (Enrollment Management, Research & Student Affairs)								√**			VP Administration

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Travel	Approval for Travel (Athletics)						Athletic Director				√	President
Travel	Approval for International Travel (Non-Academic & Administrative Units)	√	√	√								VP Administration
Travel	Approval for International Travel (Academic Units)	√	√	√				√				VP Administration
Travel	Approval for International Travel (Research Centers)	√	√	√								VP Administration
Travel	Prior Approval & Travel Reimbursement Approval for Interviewing Candidates for Vacant Positions	√	√	√		Human Resources (for EEO Approval)						VP Administration
Travel	Travel Exemption Requests (lodging, meals, rental vehicles, use of state vehicles for out of state travel)	√	√	√								VP Administration
Travel	Requests to Fund Conference Travel for Non-University Personnel (Restricted Accounts)	√	√	√		SPFAC						VP Administration
Travel	Funding Requests for Visiting Speakers (honorarium, travel expenses, special meals)	√	√	√								VP Administration
Travel	Graduate Student Travel (GSO Funding)	√	√	√		VP Student Affairs						VP Administration

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Travel	Study Abroad Requests	√	√								√	Provost (Fabrice Leroy until New Provost)
Travel	Travel Requests & Expense Reports for Vice Presidents ONLY (Enrollment, Student Affairs & Research)										√	Provost
Travel	Travel Requests & Expense Reports for Vice President for University Advancement, Internal Auditor, Campus Diversity, and Executive Office Staff										√	President
All Other Documents*												
Other	STEP Funding Proposals	√	√	√	√							President
Other	Requests for Disbursement from a UL Foundation Account (Non-Academic)	√	√	√							√	President
Other	Requests for Disbursement from a UL Foundation Account (Academic)	√	√	√				√				VP Administration
Other	Authorization of use of "Official University Event Day" at the Cajundome	√	√	√								President
Other	Start Up Funds	√	√	√								VP Administration

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Other	University Employees "Disclosure of Outside Employment"	√	√	√								President (as necessary)
Other	NCAA - Athletic Employee "Disclosure of Outside Employment"					Athletic Director						President
Other	Approval to Host Summer Camps (Athletics)						Athletic Director				√	President
Other	Approval to Host Summer Camps (Non-Athletics)	√	√	√							√	President
Other	Employees Related Party Transactions	√	√	√								President
Other	Permission to Schedule University Courses (UL Faculty/Staff)	√	√									Area Vice President
Other	Course Assessment & Application Fees (addition, increase, etc.)	√	√					√				President
<p style="color: red; font-size: small;">* All Documents and Agreements signed on behalf of the University must be signed by someone with signature authority. Unless stated above, all contracts/proposals/agreements must be signed by the President.</p>												
	No Longer in Affect											
	√** Provost must approve for Enrollment Services, Student Affairs, and Research.											
<p style="color: red; font-size: small;">CIO is the acronym for Chief Information Officer. CPO is the acronym for Chief Procurement Officer.</p>												

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	The approval routing for Athletics must always include the President in place of the Area VP or as Final Signature Required.											
If you do not see a document listed here, please contact the President's Office for Routing and Signature information.												

Task	Assigned To	Anticipated Completion
Collect all forms used throughout campus	Liz Landry; Abby Hebert	
Clarification from System Office & Division of Administration regarding legal issues	Christine Brasher	
Revise delegation of signing authority matrix incorporating changes discussed & legal findings	Liz Landry; Christine Brasher	
Categorize forms and develop instructions for listing on Staff Resources web page	Abby Hebert	
Create forms web link/page	Abby Hebert; Patrick Landry; Eric Soirez	
Develop forms template and numbering system	Subcommittee Liz Landry & Abby Hebert	
Communicate new signing authorization procedure to faculty and staff, including clear instructions and directing to web resources	ALL to draft; President to send	