

Executive Memorandum No. 14

Delegation of Administrative Authority to Approve Certain Types of University Contracts, and Requirements for Submittal and Execution of Contracts Requiring Approval by the Board of Regents

1. Delegation of President's Authority to Approve Contracts

Pursuant to Section 6.4 of the Bylaws of the Board of Regents of the University of Nebraska and the Board of Regents Policy on Administrative Approval of University Contracts (RP-6.3.1), approved by the Board on December 10, 1994, and except as hereinafter provided in Section 2, the President hereby delegates authority to each Chancellor to approve those types of contracts described in Section 4 of RP-6.3.1, subject to the requirements stated in said Section 4 requiring prior budget approval by the Board of Regents for certain types of contracts and requiring written reports of certain types of contracts to be made to the Board of Regents. A copy of RP-6.3.1 is attached.

Each Chancellor may further delegate all or any portion of the authority described above to such administrative officers and professional staff employees under his or her jurisdiction as will provide for the most efficient conduct of University campus business affairs; provided, that each such further delegation of authority to approve and execute contracts shall be documented in writing, signed by the Chancellor and filed of record with the Corporation Secretary before the same shall be effective.

2. Contracts over which the President Retains Approval Authority

Notwithstanding the general authority to approve contracts delegated by the President in Section 1, above, there is no delegation of authority to approve the following specific types contracts and the President shall retain the sole authority to approve and execute the same:

- a. Any contract granting a license or assigning the right to grant a license in regard to the marketing or sale of any University class or course of instruction.
- b. Any contract for services relating to the marketing or sale of any University class or course of instruction by a licensee or assignee of the University.

3. Contracts Requiring Regents' Approval to be submitted to Regents in Final Written Form

Any proposed contract not described in Section 4 of RP-6.3.1 shall require specific approval by the Board of Regents. Each proposed contract requiring approval by the Board of Regents shall be submitted to the Board in final written form with the agenda of the meeting of the Board at which approval is requested. All such contracts once approved by the Board shall only be executed by the President (or officer designated by the President) and a second officer authorized to execute contracts pursuant to Section 6.4 of the Bylaws of the Board of Regents of the University of Nebraska.

Reference: December 14, 1994
Amended July 1, 1996
Amended March 5, 1998