


Name of Policy: <u>Delegation of authority for development, review and signature of university policies</u>		 <p>Revision date: August 13, 2019</p> <p>Original effective date: June 11, 2009</p>	
Policy Number: 3364-10-07			
Approving Officer: President			
Responsible Agent: Vice President and General Counsel			
Scope: All University of Toledo Campuses			
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input checked="" type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

The President of the University of Toledo may delegate the authority to officially sign policies as permitted by the authority delegated to her or him by the Board of Trustees (see Resolution 11-02-03 for further delineation of authority).

(B) Purpose of policy

This policy provides specific guidelines for who may officially sign the University of Toledo policies.

(C) Development and review of policies; no further delegation

The university officers granted signature authority below will be responsible for the development and review of policies prior to signature. The person signing the policy must ensure that all appropriate approvals are obtained, including the president if necessary. See policy 3364-10-01, Formulation and issuance of policies, for the appropriate process to follow for formulating and issuing policies. Any bylaw, rule, regulation, standard or policy for which the authority remains with the board of trustees through law, bylaw, or board of trustees request will continue to be accomplished by Board of Trustees' action. It is recommended

that new or extensively revised policies, procedures or rules or those involving application of law be reviewed by the Office of Legal Affairs. Vice presidents are responsible for informing senior leadership of new or extensively revised policies, procedures or rules prior to a policy being posted for the thirty-day comment period.

Persons receiving delegation authority under this policy may not further delegate that authority without the written approval of the president. Such delegation must be sent to the Office of Legal Affairs within five business days.

(D) Signatory authority

The President of the University of Toledo retains full signatory authority for any policy or procedure, and also delegates signature authority as follows:

Type: Policies regarding finance planning, budgets, and strategic analysis; facilities; police and safety; supply chain management/purchasing; treasury.
Who: Executive Vice President Finance and Administration/CFO.

Type: Policies regarding information systems and technology.
Who: Vice President, Chief Information Officer/Chief Technology Officer, or Executive Vice President Finance and Administration/CFO.

Type: Employee and benefit policies.
Who: Executive Vice President Finance and Administration/CFO, or Chief Human Resources Officer.

Type: Government relations policies.
Who: Chief of Staff to the President, or Associate Vice President, Government Relations.

Type: Development and alumni policies.
Who: Senior Associate Vice President for Development.

Type: Marketing and communication policies.
Who: Associate Vice President for Marketing and Communications.

Type: Legal affairs policies.
Who: Vice President and General Counsel.

Type: Academic policies (including curriculum policies).
Who: Provost and Executive Vice President of Academic Affairs.
Type: College policies and graduate medical education policies.
Who: Provost and Executive Vice President of Academic Affairs, or the Dean of the college for policies specific to that college, or the Dean of the College of Medicine and Life Sciences for graduate medical education policies.
Type: Enrollment services and financial aid policies.
Who: Vice President for Enrollment Management.
Type: Research policies.
Who: Vice President for Research.
Type: Student life conduct policies including residence hall and student organization policies.
Who: Vice President of Student Affairs.
Type: University of Toledo Medical Center operations and hospital administration policies.
Who: Chief Executive Officer of the University of Toledo Medical Center.
Type: Hospital departmental policies of all other hospital and/or clinic departments.
Who: Chief Executive Officer of the University of Toledo Medical Center
Type: Risk Management/professional liability policies.
Who: Executive Vice President for Clinical Affairs or Vice President and General Counsel.

(E) Application of this policy; resolving ambiguity

If it is not clear as to whom should hold the authority for a particular policy, the president may so clarify verbally or further designate in writing.

<p>Approved by:</p> <p><u>/s/</u> Sharon L. Gaber, Ph.D. President</p> <p><u>August 13, 2019</u> Date</p> <p><i>Review/Revision Completed by:</i> <i>Senior Leadership; Office of Legal Affairs</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• <i>Previous 3364-10-07 effective June 3, 2011</i> <p>Initial effective date: June 11, 2009</p> <p>Review/Revision Date: June 3, 2011, August 13, 2019</p> <p>Next review date: August 15, 2022</p>
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