

**UNC SYSTEM OFFICE DELEGATED AUTHORITY
FROM THE PRESIDENT OF THE UNIVERSITY OF NORTH CAROLINA**

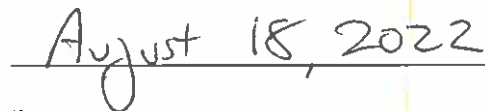
The Board of Governors of the University of North Carolina oversees all affairs of the University and its constituent institutions and sets the direction for the University through the adoption of policies, strategic plans, and directives. Pursuant to N.C.G.S. § 116-11(13), the Board may delegate any part of its authority over the affairs of the University to the president in any instance in which such delegation appears necessary or prudent to enable the University to function in a proper and expeditious manner.

[NCGS § 116-14](#) and [The Code of the UNC Policy Manual](#) define the president of the University of North Carolina as the chief executive and administrative officer of the University, with responsibility to the board for leading the University and executing the board's policies. The president manages and administers the University's affairs directly and through senior staff officers that are appointed by and report to the president. The president has the authority and discretion to determine the duties and responsibilities of UNC System Office staff and delegate to such officers and staff portions of the president's duties and responsibilities, along with the required authority for their fulfillment.

Therefore, the following delegations and sub-delegations of authority are hereby amended and restated as set forth in the attached as Exhibit A and incorporated by reference herein. The attached Delegated Authority Table shall be maintained by the Chief of Staff and updated from time to time reflecting current delegations of authority. Notwithstanding any other provision authorized by the president, all authority that has been delegated by the president and has not been expressly identified in the attached Delegated Authority Table is hereby vested in the authority of the president.



Peter Hans, President
University of North Carolina



Date

EXHIBIT A
TO THE PRESIDENT’S MEMORANDUM ON DELEGATED AUTHORITY
DATED AUGUST 18, 2022

Delegated Authority Table

Effective Date: August 18, 2022

Updated: August 18, 2022

Chief of Staff			
	OFFICER	AUTHORITY	DATE
1.	Chief of Staff	Authority to approve travel by the Senior Vice President for Finance and Budget (UNC System Office Travel Policies and Regulations)	08/18/2022

Academic Affairs			
	OFFICER	AUTHORITY	DATE
1.	Senior Vice President for Academic Affairs	Authority to review and approve tenure determinations of institutions without management flexibility (UNC Code Section 602)	08/18/2022
2.	Senior Vice President for Academic Affairs	Authority to provide recommendations to the Board of Governors regarding licensure and review of licensure for institutions outside of North Carolina that wish to conduct post-secondary degree activity within North Carolina (UNC Code Section 800)	08/18/2022
3.	Senior Vice President for Academic Affairs	Authority to periodically review and re-evaluate tenure policies and regulations and report findings and recommendations, if any, to the Committee on Personnel and Tenure and through the committee to the Board of Governors (UNC Code Section 602)	08/18/2022
4.	Senior Vice President for Academic Affairs	Authority to review, approve, modify, or deny constituent institution requests for faculty retention funding (UNC Policy 200.6 (D)(A)(1)(c)(5))	08/18/2022
5.	Senior Vice President for Academic Affairs	Authority to review and approve any agreement that involves the joint use of university facilities for proprietary purposes or that purports to	08/18/2022

		restrict faculty or students from publishing freely the results of their own work (UNC Policy 500.1)	
6.	<p>Senior Vice President for Academic Affairs</p> <p>Equivalents: Senior Vice President for Finance and Budget and Chief Financial Officer</p> <p>Vice President for Academic Affairs</p> <p>Assistant Vice President for Business Affairs</p>	Authority to review and approve sponsored programs, including executing appropriate applications (UNC Policy 500.3 & 500.4[R])	08/18/2022
7.	<p>Senior Vice President for Academic Affairs</p> <p>Equivalents: Vice President for Academic Affairs</p>	Authority to evaluate petitions for exemption from licensure for institutions on the premises of military posts or reservations (NCGS 116-15(e)) and programs of religious education (NCGS 116-15(d)).	08/18/2022
8.	<p>Senior Vice President for Academic Affairs</p> <p>Equivalents: Vice President for Academic Affairs</p>	Authority to approve or deny applications for religious exemptions from licensure, and to suspend or revoke religious exemptions from licensure (UNC Policy 400.4.1(III)(B)).	08/18/2022
9.	Senior Vice President for Academic Affairs	Authority to determine the date on which a religious exemption from licensure or a license ends because the program at issue no longer has	08/18/2022

	Equivalents: Vice President for Academic Affairs	students enrolled, or an institution has failed to file its annual report or pay its assessed licensing fee. The Senior Vice President for Academic Affairs shall also have the authority to determine whether an institution has shown good cause to continue a license or religious exemption (UNC Policy 400.4.1.3[R])	
10.	Senior Vice President for Academic Affairs Equivalents: Vice President for Academic Affairs	Authority to determine initial and annual fees for licensed institutions and religious exemptions (UNC Policy 400.4.1(VII))	08/18/2022
11.	Senior Vice President for Academic Affairs Equivalents: Vice President for Academic Affairs	Authority to appoint teams of licensure examiners and determine appropriate costs and honoraria for the examiners (UNC Policy 400.4.1.3[R](V)(C))	08/18/2022
12.	Senior Vice President for Academic Affairs	Authority to issue a license to an institution which seeks to begin postsecondary degree activity prior to the next regularly scheduled meeting of the Board. In order for such a license to remain in effect past the next regularly scheduled meeting of the Board, the Board must ratify the issuance of the license at its next regularly scheduled meeting (UNC Policy 400.4.1.3[R](VII)(B)).	08/18/2022
13.	Senior Vice President for Academic Affairs Equivalents: Vice President for Academic Affairs	Authority to review and approve constituent institutions' requests for matching funds allocations and plans to establish endowed chair(s) (UNC Policy 600.2.3)	08/18/2022

Finance and Administration			
	OFFICER	AUTHORITY	DATE
1.	Senior Vice President for Finance and Administration and Chief Financial Officer	Authority to receive reports of alleged violations of Policy 200.1, excluding alleged violations by the Senior Vice President for Finance & Budget which shall be reported to the President (UNC Policy 200.1(5)(c)(ii))	08/18/2022
2.	Senior Vice President for Finance and Administration and Chief Financial Officer	Authority to determine whether contracts are permissible under UNC Policy 200.1(c)(iv) (1), (2), (3), or (4) (Conflicts of Interest) and report determinations annually to designated board committee (UNC Policy 200.1(c)(i) & 200.1(c)(ii))	08/18/2022
3.	Senior Vice President for Finance and Administration and Chief Financial Officer Equivalents: Senior Vice President for Academic Affairs Associate Vice President for Academic Programs and Research Assistant Vice President for Business Affairs	Authority to review and approve sponsored programs, including executing appropriate applications (UNC Policy 500.3 & 500.4[R](I))	08/18/2022
4.	Senior Vice President for Finance and Administration and Chief Financial Officer	Authority to acquire or dispose by lease of UNC System Office interest in real property valued at less than \$100,000, subject to any necessary approvals from State officials and agencies (UNC Policy 600.1.3)	08/18/2022

5.	Senior Vice President for Finance and Administration and Chief Financial Officer Equivalents: Vice President for Capital Planning	<p>Authority to authorize a constituent institution to execute an instrument involving the acquisition or disposition of an interest in real property other than a lease</p> <ul style="list-style-type: none"> • Transactions using general authority: \$500,000 - \$749,999 • Transactions using additional delegated authority: \$1,000,000 - \$1,249,999 <p>Authority to authorize a constituent institution to execute an instrument involving the acquisition or disposition of an interest in real property by lease:</p> <ul style="list-style-type: none"> • Transactions using general authority: \$500,000 - \$749,999 and a term of 10 years or less • Transactions using additional delegated authority: \$750,000 - \$999,999 and a term of 10 years or less <p>(UNC Policy 600.1.3[R])</p>	08/18/2022
6.	Senior Vice President for Finance and Administration and Chief Financial Officer	Authority to approve strategic constituent institution requests to engage in the strategic lease process. (UNC Policy 600.1.3[R])	08/18/2022
7.	Senior Vice President for Finance and Administration and Chief Financial Officer	<p>Authority to execute any agreement at the UNC System Office, for itself and/or one or more institutions or agencies of the University of North Carolina, for the procurement of personal or professional services of an independent contractor, or for the procurement of supplies, materials, or rights of use (UNC Policy 600.5.5[G])</p> <p>Authority to approve contract for consulting services above a constituent institution's management flexibility purchasing benchmark (UNC Policy 600.5.4)</p> <p>Authority to approve contracts for consulting services for the University of North Carolina System Office and other units of the University of North Carolina (UNC Policy 600.5.4)</p>	08/18/2022
8.	Senior Vice President for Finance and Administration and Chief Financial Officer	<p>Authority to approve travel for the President, Senior Vice Presidents and other direct reports to the President.</p> <p>Authority to approve Gift/Award/Honorarium Forms >\$1,000</p>	08/18/2022

		Authority to approve Membership Authorization Forms >\$1,000 (UNC Policy 600.5.5[G])	
9.	Senior Vice President for Finance and Administration and Chief Financial Officer Equivalents: Director of Accounting and Controller	Authority to approve travel authorizations and conference approval forms for Business Affairs; Gift/Award/Honorarium and Membership Approval forms <\$1,000; the UNC System Office Cash Management Plan; monthly bank reconciliations; the CAFR Package; Endowment Disbursements (UNCMC) and Deposits; the quarterly payroll tax reporting package (941s), the Internal Controls Certification and other official documents for the UNC System. (UNC Policy 600.5.5[G])	08/18/2022
10.	Senior Vice President for Finance and Administration and Chief Financial Officer Equivalents: Vice President for Capital Planning	Authority to execute any contract for the design or construction of capital improvement projects requiring the estimated public expenditure of public money of \$4,000,000 or less that have been approved by the General Assembly or Board of Governors (UNC Policy 600.1.1(II))	08/18/2022
11.	Senior Vice President for Finance and Administration and Chief Financial Officer Equivalents: Vice President for Capital Planning	Authority to approve institutions to implement emergency contracting procedures for capital projects. (Article VII, Paragraph F of the University of North Carolina Design and Construction Guidelines)	08/18/2022
12.	Senior Vice President for Finance and Administration and Chief Financial Officer	Authority to set tuition rates for nonresident students taking courses outside North Carolina and to approve tuition rates for self-supported summer enrollment. (UNC Policy 1000.1.1)	08/18/2022
13.	Senior Vice President for Finance and Administration and Chief Financial Officer	Authority to set summer term fees. (Policy 1000.1.2)	08/18/2022
14.	Senior Vice President for Finance and Administration and Chief Financial Officer	Authority to designate the selection or removal of investments from UNC System Office administered retirement and deferred compensation plans, and the authority to approve payments or	08/18/2022

		reimbursements from plan assets or accounts for services performed by the plan.	
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Legal Affairs			
	OFFICER	AUTHORITY	DATE
1.	Senior Vice President for Legal Affairs and General Counsel	<p>Authority to approve the proposed settlement of potential or pending litigation by or against a constituent institution, if the settlement is solely for monetary relief and the amount the constituent institution is to pay pursuant to the settlement is above the constituent institution delegated authority for settlements, but less than \$100,000, or if the constituent institution is to receive a payment, the amount the constituent institution claimed is less than \$100,000 (UNC Policy 200.5(IV)(B)(3)(a) and UNC Policy 200.6)</p> <p>Authority to settle potential or pending litigation by or against the UNC System, including its affiliates (e.g. – PBS NC, NC Arboretum, UNC Press, NCSEAA, etc.), or a case or controversy that did not arise at a constituent institution or involves more than one constituent institution, if the settlement is solely for monetary relief and the amount to pay pursuant to the settlement is less than \$100,000 or, to receive a payment, if the amount the University claimed is less than \$100,000 (UNC Policy 200.5(IV)(B)(3)(a) & UNC Policy 200.6).</p> <p>Authority to approve the initiation of a lawsuit in the name of the UNC System, including its affiliates, if the action is for monetary relief and the amount in controversy is less than \$100,000 (UNC Policy 200.6).</p>	08/18/2022
2.	Senior Vice President for Legal Affairs and General Counsel	Authority and responsibility for defending, directing, and overseeing litigation for the University in coordination with the constituent institutions and affiliated entities, the North Carolina Office of the Attorney General, and outside counsel (UNC Policy 200.5(III)(C))	08/18/2022
3.	Senior Vice President for Legal Affairs and General Counsel	Authority to approve the political activities of employees of the University who are candidates for or serving in public office (UNC Policy 300.5.1 , 300.5.2 , and 200.6)	08/18/2022

4.	Senior Vice President for Legal Affairs and General Counsel	Authority to oversee and administer, with appropriate collaboration with finance, procurement, and operations staff, the procedures for selection, engagement, designation, and oversight of lead legal counsel and the expenditure of funds for outside legal counsel, including private counsel, to represent the interests of The University of North Carolina, inclusive of the constituent institutions, affiliated educational, research, and public service organizations, and any officer or employee in any legal matter, case, or proceeding (NCGS § 116-11(13b))	08/18/2022
5.	Senior Vice President for Legal Affairs and General Counsel	Authority to establish and communicate standards for handling legal matters within the University, inclusive of the constituent institutions, affiliated educational, research, and public service organizations, and any officer or employee in any legal matter, case, or proceeding, including standards for the retention, oversight, and approval by the senior vice president and general counsel of outside counsel. The Senior Vice President for Legal Affairs and General Counsel shall have the authority to implement and communicate standards and protocols to University officers and employees and the general counsels of the constituent institutions concerning the legal matters that should be reported to the president and to the Board of Governors (NCGS § 116-11(13b))	08/18/2022

Government Relations

	OFFICER	AUTHORITY	DATE
1.	Senior Vice President of Government Relations	Authority to review and approve UNC employee, administrator, faculty member, or other certain individual's activities that require registration under the Lobbying Disclosure Act of 1995 (UNC Policy 300.1.7 [R](2))	08/18/2022

Human Resources

	OFFICER	AUTHORITY	DATE
1.	Chief Operating Officer Equivalent:	Authority for Final University Decisions for grievances filed by SHRA employees of the UNC System Office (SHRA Employee Grievance Policy)	08/18/2022

	Vice President for Human Resources		
2.	Chief Operating Officer Equivalent: Vice President for Human Resources	Authority to sign all employment offers and appointment letters for UNC System Office staff (UNC Policy 200.6(A)(1)(a))	08/18/2022
3.	Chief Operating Officer Equivalent: Vice President for Human Resources	Authority to EHRA salary adjustment requests within the UNC System Office and from the constituent institutions for actions within the established salary range and adjustments that do not exceed 25% and \$25,000. The Vice President for Human Resources shall also prepare for the Board's approval justification for actions in excess of the thresholds defined above (UNC Policy 200.6(I)(A)(1)(d))	08/18/2022
4.	Chief Operating Officer Equivalent: Vice President for Human Resources	Authority to approve EHRA position establishment and position changes for the UNC System Office and the constituent institutions.	08/18/2022
5.	Chief Operating Officer Equivalent: Vice President for Human Resources	Authority to approve and sign discontinuations for all SAAO Tier II appointments within the UNC System Office (UNC Policy 300.1.1(III)(A)(1))	08/18/2022

6.	Chief Operating Officer Equivalent: Vice President for Human Resources	Authority to approve constituent institutions' declaration of adverse weather or emergency event condition levels, including retroactive upgrades of condition levels (UNC Policy 300.2.19[R](III) (B) & (C))	08/18/2022
7.	Chief Operating Officer Equivalent: Vice President for Human Resources	Authority to approve all actions relating to the administration of the Optional Retirement Program (N.C.G.S. §135-5.1) and the Phased Retirement Program (UNC Policy §300.7.2(I)) (UNC Policy 200.6 (I)(A)(2))	08/18/2022

Information Technology

	OFFICER	AUTHORITY	DATE
1.	Chief Operating Officer Equivalent: Vice President for Information Technology	The authority to oversee the UNC System Information Technology Governance Program, the Information Security Program, and the User Identity and Access Control Program, including the authority to execute shared IT services arrangements and data protection agreements (UNC Policy 1400.1 & 1400.2).	08/18/2022

Shared Advancement Services

	OFFICER	AUTHORITY	DATE
1.	Chief Operating Officer Equivalent: Vice President for Advancement Services	To sign gift and donation agreements and tax verification letters/receipts. (UNC Policy 100.1).	08/18/2022

PBS North Carolina

	OFFICER	AUTHORITY	DATE
1.	Chief Executive Officer and General Manager, PBS NC	Authority to approve and sign the following contracts: <ul style="list-style-type: none"> • producer/reporter, videographer, and audiovisual production service agreements; • film licensing agreements; • television audience analysis service agreements; • in-state and out-of-state travel authorizations (except his or her own); • conference approval forms; • UCC Financing statements; • Federal Communications Commission applications and related documents; • grants; • personal service contracts (up to \$25,000), excluding consulting contracts; • professional service contracts (up to \$25,000); • other employment or business contracts (up to \$25,000); and • estates, trusts, IRAs, wills, and/or other documents naming PBS NC as a beneficiary or that obligate PBS NC, as appropriate under applicable law and policy, to the extent an authorized individual of the endowment fund of PBS NC is not the appropriate signatory • construction contracts (UNC Policy 600.5.5[G])	08/18/2022
2.	Chief Executive Officer and General Manager, PBS NC Equivalent: Director of Finance and Administration, PBS NC	Authority to approve and sign financial status reports for work conducted for NC DHHS DCDEE by PBS NC (UNC-TV)	08/18/2022