2.2.1 The **Provost and Senior Vice Chancellor for Academic Affairs** has authority to sign:

2.2.1.1. Contracts related to accreditation, academic exchange agreements and academic cooperative agreements, including but not limited to internship and affiliation agreements, clinical site agreements, and location agreements for volunteer service learning opportunities, that do not involve purchases of goods or services by ECU and that are not sponsored programs;

2.2.1.2. Appointment letters for employees in positions assigned to the Division of Academic Affairs that are exempt from the State Personnel Act (EHRA), excluding any SAAO tier I position;

2.2.1.3. Contracts for the purchase of goods and services related to faculty, staff and student programs and student activities (such as travel, speakers, bands, and programs), including, but not limited to, consultants and external review services.

2.2.1.4. In advance of a temporary absence from campus, the Provost and Senior Vice Chancellor may designate by written memorandum (including by email) a University officer to serve as "Officer In Charge," who shall have authority in the Provost and Senior Vice Chancellor's stead and on his or her behalf, but subject to such limitations as the Provost and Senior Vice Chancellor shall establish, to sign any agreement in which the designee has no personal interest and that the Provost and Senior Vice Chancellor has authority to sign, until expiration of the stated term of the written designation of "Officer In Charge," or until the Provost and Senior Vice Chancellor returns to campus, whichever occurs earlier.

2.2.2. **Delegations from the Provost and Senior Vice Chancellor for Academic Affairs**

2.2.2.1. The **Vice Provost for Academic Success** ("VPAS") has authority to sign any contracts and agreements that the Provost and Vice Chancellor for Academic Affairs is empowered to sign, excluding those contracts and agreements the Vice Provost negotiates or to which he or she is a party. This authority may not be delegated.

2.2.2.2. The **Assistant Vice Chancellor for Personnel and Resource Administration** and the **Associate Vice Chancellor for Personnel Administration**, each acting individually and respectively, have individual authority to sign employment contracts and routine personnel actions of a positive or non-controversial nature for employees assigned to the Division of Academic Affairs who are exempt from the State Personnel Act (EHRA), including without limitation any faculty appointments within the Division of Academic Affairs, and, with the representative of any other ECU division(s), to jointly sign contracts for employees with a joint assignment that includes the Division of Academic Affairs. This authority may not be delegated.

2.2.2.3. The **Associate Provost for Equity and Diversity** has authority to sign contracts for the personal services of speakers and consultants provided as part of the function of the Office of Equity and Diversity.
2.2.2.4. The Deans of the Thomas Harriot College of Arts and Sciences, the College of Business, the College of Education, the College of Health and Human Performance, the Honors College, and the College of Engineering and Technology each have authority for the college he or she administers, and units, departments, and units therein, to sign:

2.2.2.4.1. Internship and affiliation agreements, clinical site agreements, and location agreements for volunteer service learning opportunities, that do not involve purchases of goods or services by ECU and that are not sponsored programs; provided, however, prior to execution on behalf of ECU each such agreement must be approved as to form by the Office of University Counsel (“OUC”) through either specific review of a particular document or use of a standard form approved by the OUC. This authority may be delegated to associate deans, directors, and/or department chairs within the college of a delegating dean following the procedures required in ECU’s Regulation 01.10.01, “Delegation of Authority to Sign Contracts,” as may be amended.

2.2.2.4.2. Contracts for the personal services of speakers and consultants purchased or provided as part of the function of a unit under his or her supervision and having a value of up to $5,000; provided, however, prior to execution on behalf of ECU, each such agreement must be approved as to form by the OUC or the Department of Materials Management through either specific review of a particular document or use of a standard form approved by OUC.

2.2.2.5. The Director of Joyner Library has authority to sign:

2.2.2.5.1. Contracts with a total value (for the initial term and all renewals) not to exceed $1 million for the acquisition of library materials and subscription agreements for library services and resources and with a term not to exceed two years.

2.2.2.5.2. Contracts for the personal services of speakers and consultants provided as part of the function of Academic Library Services with a value of up to $5,000.

2.2.2.5.3. Contracts concerning gifts to the Special Collections Department of J.Y. Joyner Library.

2.2.2.6. The Dean of the College of Fine Arts and Communication (“CFAC”) has authority to sign:

2.2.2.6.1. Internship and affiliation agreements, clinical site agreements, and location agreements for volunteer service learning opportunities, that do not involve purchases of goods or services by ECU and that are not sponsored programs; provided, however, prior to execution on behalf of ECU each such agreement must be approved as to form by the OUC through either specific
review of particular document or use of a standard form approved by the OUC. This authority may be delegated to associate deans, directors or department chairs in the CFAC following the procedures required in ECU’s Regulation 01.10.01, “Delegation of Authority to Sign Contracts,” as may be amended.

2.2.2.6.2. Contracts that, prior to execution on behalf of ECU, are approved as to form by the OUC or the Department of Materials Management through either specific review of a particular document or use of a standard form approved by the OUC within the preceding twenty-four months, covering the following matters:

- contracts for personal services of guest artists with a value not to exceed $35,000;
- contracts for short-term lodging, food, and or transportation for guest artists;
- contracts related to special events and performances sponsored or performed by the CFAC or any of its departments, including but not limited to catering, transportation, and short-term (less than one week) facility use agreements;
- contracts for rental or purchase of musical instruments and equipment;
- contracts for the performance and/or arranging rights relating to musical compositions, theatrical performances, and other events in the arts;
- contracts for performing ensembles associated with or sponsored by ECU and contracts for the acquisition of materials needed in preparation or execution of such performances; and
- Contracts for the purchase of advertising and promotional materials and services relating to performances associated with or sponsored by the CFAC or any unit therein.

This authority may be delegated with the same or stricter limitations to positions reporting directly to the Dean of the CFAC, but no further.

2.2.2.6.3. The Dean of the College of Fine Arts and Communication (“CFAC”) delegates authority to sign contracts as follows.

2.2.2.6.3.1. The Associate Dean for Research, Marketing and Outreach is delegated authority, acting independently and separately, to sign any agreement that the Dean of the College of Fine Arts and Communication has authority to sign with a term not to exceed one year and with a value not to exceed $35,000, provided that, prior to execution, said contracts must be approved as to form by the OUC or the Department of Materials Management through either specific review of a particular document or use of a standard form approved by the OUC within the preceding twenty-four months.

2.2.2.6.3.2. The Director of the School of Art and Design, the Director of the School of Communication, the Director of the School of Music, and the Director of the School of Theatre and Dance are each delegated
authority, acting independently and separately, to sign any agreement that the Dean of the College of Fine Arts and Communication has authority to sign with a term not to exceed one year and with a value not to exceed $10,000, provided that, prior to execution, said contracts must be approved as to form by the OUC or the Department of Materials Management through either specific review of a particular document or use of a standard form approved by the OUC within the preceding twenty-four months.