

Delegation of Signatory Authority Chart

Approved October 28, 2022 by BOT Executive Committee; ratified November 11, 2022 by Board of Trustees

1. All signatories with signatory authority greater than any stated amount may execute documents of lesser value within the same category of authorization, and in the same manner as signatories within the category of lesser value.
2. All contracts and documents in excess of Five Million Dollars (\$5,000,000), and executed by virtue of this Policy, will be reported by the President to the Board of Trustees or the Executive Committee.
3. All contracts and documents referenced below may be subject to review by the Office of General Counsel and must comply with all University and Board policies governing the review, approval and execution of contracts.
4. Any one authorized signatory is sufficient for proper execution unless otherwise stated in this document or elsewhere.

Type of Transaction	Transaction Definition	Authorized Signatory
Academic Affiliation Agreements	MOAs and supplements (under \$500,000)	<ul style="list-style-type: none"> •Provost •Vice Provost for Academic Administration •Associate VP & Assistant Treasurer •Assistant VP & Controller
	MOAs and supplements (in excess of \$500,000)	<ul style="list-style-type: none"> •Provost •Chief Financial Officer
Attestation and Use of the Corporate Seal	Affixing the Corporate Seal to documents on behalf of American University	<ul style="list-style-type: none"> •President •Chief Financial Officer •Secretary of the University
Contracts	General contracts, leases, deeds of gift, legal documents and other business instruments connected to the operation of the University, excluding real estate or endowment funds and assets (under \$100,000)	<ul style="list-style-type: none"> •Vice President of Development •Senior Director of Contract Management
	General contracts, leases, deeds of gift, legal documents and other business instruments connected to the operation of the University, excluding real estate or endowment funds and assets (\$100,000 - \$500,000)	<ul style="list-style-type: none"> •Associate VP Finance & Asst. Treasurer •Assistant VP & Controller
	General contracts, leases, deeds of gift, legal documents and other business instruments connected to the operation	<ul style="list-style-type: none"> •Chief Financial Officer

Type of Transaction	Transaction Definition	Authorized Signatory
Contracts (cont'd)	of the University, excluding real estate or endowment funds and assets (\$500,000-\$1,000,000)	
	General contracts, leases, deeds of gift, legal documents and other business instruments connected to the operation of the University, excluding real estate or endowment funds and assets (in excess of \$1,000,000)	•President
	General contracts, legal documents and other business instruments connected to hiring, recruitment and management of staff, labor relations and collective bargaining activities. (under \$250,000)	•VP of People & External Affairs
	Severance agreements terminating employment (under \$250,000)	•VP of People & External Affairs
	Severance agreements terminating employment and settlement agreements (in excess of \$250,000)	•Chief Financial Officer
	General contracts engaging the services of outside legal counsel and affiliated experts.	•General Counsel
	Professional Service Agreement (PSA), Work Made for Hire and Medical PSAs with no changes (under \$25,000)	•Dean/Director/Department Head
	Professional Service Agreement (PSA), Work Made for Hire and Medical PSAs (in excess of \$25,000) and/or with changes)	•Assistant VP & Controller •Senior Director of Contract Management •Assistant VP, Risk, Safety & Transportation Programs
	General contracts, legal documents and other business instruments directly connected to research including patent agreements, licensing agreements of university owned intellectual property, research collaborations, and sharing of research materials or data (under \$1,000,000)	• Vice Provost for Research & Innovation
Endowed Gift Agreements	Gift agreements directing the gift to the University's endowment	•President

Type of Transaction	Transaction Definition	Authorized Signatory
Faculty Personnel Documents	Faculty personnel documents excluding, consulting and personal service agreements	<ul style="list-style-type: none"> •Provost •Deputy Provost & Dean of Faculty •Vice Provost for Academic Administration
	Adjunct Faculty personnel documents excluding, consulting and personal service agreements	<ul style="list-style-type: none"> •Deputy Provost & Dean of Faculty •Associate Vice Provost for Academic Affairs •Vice Provost for Academic Administration
Inter-bank Transfers	Legal instruments and documents necessary for the investment, assignment and/or transfer of University funds and assets (under \$500,000)	<ul style="list-style-type: none"> •Associate VP Finance & Asst. Treasurer •Assistant VP & Controller
	Legal instruments and documents necessary for the investment, assignment and/or transfer of University funds and assets (under \$1,000,000)	<ul style="list-style-type: none"> •Chief Financial Officer •Associate VP Finance & Asst. Treasurer •Assistant VP & Controller
	Legal instruments and documents necessary for the investment, assignment and/or transfer of University funds and assets (in excess of \$1,000,000)	<ul style="list-style-type: none"> •President •Chief Financial Officer •Associate VP Finance & Asst. Treasurer •Assistant VP & Controller
Litigation Documents	Legal pleadings, service of process and court documents	<ul style="list-style-type: none"> •President •Chief Financial Officer •General Counsel or duly appointed counsel
Matching Gifts	Matching gift agreements or private support grants, excluding research grants (under \$100,000)	<ul style="list-style-type: none"> •Vice President of Development •Assistant VP of Development
	Matching gift agreements or private support grants, excluding research grant (in excess of \$100,000)	<ul style="list-style-type: none"> •President •Chief Financial Officer •Assoc. VP Finance & Asst. Treasurer •Assistant VP & Controller
Payments	Negotiable instruments, checks and electronic payments of American University (under \$50,000)	<ul style="list-style-type: none"> •Associate VP Finance & Asst. Treasurer •Assistant VP & Controller
	Negotiable instruments, checks and electronic payments of American University (in excess of \$50,000)	<p>Two of the following signatures:</p> <ul style="list-style-type: none"> •President •Chief Financial Officer •Associate VP Finance & Asst. Treasurer •Assistant VP & Controller

Type of Transaction	Transaction Definition	Authorized Signatory
Real Estate Agreements	Real estate transactions, including purchase agreements, loan documents, and related documents, and real estate sales agreements approved in advance by the Board of Trustees or the Executive Committee of the Board of Trustees	<ul style="list-style-type: none"> •President •Chief Financial Officer
Securities Transactions	Sale, assignment, transfer, liquidation, or other disposal of gifts of securities, excluding endowment funds and assets	<ul style="list-style-type: none"> •President •Chief Financial Officer •Associate VP Finance & Asst. Treasurer
Sponsored Grants and Contracts	Sponsored contracts from a U.S. source (under \$100,000)	<ul style="list-style-type: none"> •Vice Provost for Research & Innovation •Vice Provost for Academic Administration •Executive Director of Sponsored Programs •Director of Sponsored Programs •Assistant VP & Controller
	Sponsored contracts from a U.S. source (\$100,000 - \$250,000)	<ul style="list-style-type: none"> •Vice Provost for Research & Innovation •Vice Provost of Academic Administration •Executive Director of Sponsored Programs •Assistant VP & Controller
Sponsored Grants and Contracts (cont'd)	Sponsored contracts from a U.S. source (\$250,000 - \$500,000)	<ul style="list-style-type: none"> •Provost •Vice Provost for Research & Innovation •Vice Provost of Academic Administration •AVP & Controller •Co-signed by Chief Financial Officer if facilities or services involved.
	Sponsored contracts from a U.S. source and all international sources (under \$2,000,000)	<ul style="list-style-type: none"> •Provost •Vice Provost for Research & Innovation •Co-signed by Chief Financial Officer if facilities or services involved.
	Sponsored contracts from a U.S. source and all international sources (in excess of \$2,000,000)	<ul style="list-style-type: none"> •President