

Only Authorized Signatories designated by the URI Board of Trustees may sign Contracts and Other Binding Documents on behalf of the Board and/or the University, and they may only sign a Contract or Other Binding Document after all reviews and approvals have been obtained. For additional information, refer to the [Board of Trustees Policy on the Approval and Execution of Contracts and Other Binding Documents](#).

The following individuals have been designated as Authorized Signatories for the Board and the University:

Chair of the Board of Trustees (authority to execute all contracts and documents approved by the Board of Trustees, unless otherwise ordered by the Board of Trustees)

President (authority to execute any Contract or Other Binding Document that promotes the objectives of the University and/or the Board of Trustees and is consistent with established policies, rules, and regulations)

Vice Presidents (authority to execute any Contract or Other Binding Document within their respective administrative and business units that promotes the objectives of the University and/or the Board of Trustees and is consistent with established policies, rules, and regulations)

Director of Athletics (authority to execute any Contract or Other Binding Document within the Department of Athletics that promotes the objectives of the University and/or the Board of Trustees and is consistent with established policies, rules, and regulations)

General Counsel (authority to execute any Contract or Other Binding Document relating to the provision of legal services or an attorney/client relationship, including attorney/law firm engagement letters, joint representation agreements, common interest agreements, and conflict of interest waivers)

In addition, each Authorized Signatory may delegate their authority using the Delegation of Signature Authority form available from the OGC, subject to the following:

- Delegations relate solely to the authority provided by the Board to sign certain Contracts and Other Binding Documents and remain subject to all review and approval requirements established in the [Board's Policy](#).
- Any purported delegations not on the Delegation of Signature Authority form are invalid.
- Sub-delegations are not allowed.
- Delegations are tied to specified positions. If an individual ceases their employment with the University or ceases to hold the specified position title, the delegation will terminate.

Current delegations of signature authority are set out in the following table:

Authorized Signatory	Delegate(s)	Scope of Delegated Authority
Provost/Executive Vice President for Academic Affairs	Associate Deans and Area Coordinators	Appointment letters for part-time faculty.
	College and Graduate School Dean	Contracts and agreements concerning academic and clinical affiliation/placement. Purchase of goods and/or services of less than \$50,000 within their units.
	Dean and Interim Dean	<p>Offer/appointment/start-up letters for faculty within own college following written approval by the Provost or Vice Provost for Academic Personnel.</p> <p>Offer/appointment letters for associate deans, provided also signed by the Provost.</p> <p>Appointment letters for part-time faculty, when necessary.</p> <p>For contracts and agreements concerning academic and clinical affiliation/placement and purchase of goods and/or services of less than \$50,000 within their units. Agreements with international partners or entities, however, must be reviewed by the Vice Provost of Global Initiatives.</p>
	Department Chairs	Appointment letters for part-time faculty.
	Jeanne Hruska, in their capacity as Chief of Staff and Senior Advisor to the Provost	Contracts for supplies and services essential to the functioning of the Office of the Provost.
	Kristin Johnson, in their capacity as Vice Provost for Global Initiatives	<p>International agreements to include academic and research collaborations.</p> <p>Verification of international visitors of sponsor letters for international scholars, visitors, or programs.</p>

		Purchases of goods and/or services of less than \$50,000.
	Dean Libutti, in their capacity as Associate Vice President, Enrollment Management & Student Success, Provost for Academic Affairs	Contracts and services related to student recruitment, yield, onboarding and orientation and student success.
	John Olerio, in their capacity as Executive Director, Summer/Winter Session Admin.	Offer/appointment letters for Summer Session and J-Term teaching. All programs through OSI.
	Kim Stack, in their capacity as Executive Director, University College for Academic Success	Approve internships and other experiential opportunities
	Vice Chair or Co-Chair	Appointment letters for part-time faculty.
Vice President for Administration and Finance	Assistant Director of Purchasing	Purchase Orders, Purchase Order Change Orders, and Bid Solicitations.
	Assistant Purchasing Agent	Purchase Orders, Purchase Order Change Orders, and Bid Solicitations.
	Assistant Vice President, Enterprise Risk Management	Approval of insurance premium payments (the payment binds the University to the offered policy).
	Assistant Vice President, Facilities Group	Contracts relative to physical plan less than \$250,000.00, and 2) Purchase, sale, lease/sublease, or license/sublicense of any University interest in real property less than \$100,000.00.
	Assistant Vice President, Financial Operations and Controller	Payroll Advances, Student Loan <\$5K, Unclaimed Property.
	Assistant Vice President, Human Resources Administration	1) Appointment letters and employment contracts for non-faculty employees, 2) Employment-related settlement agreements less than \$100,000, 3) Employment-related documents for H1-B and PERM

		(Green Card, EB-1, EB1-A, permanent) status for employees, and 4) Collective Bargaining Agreements.
	Assistant Vice President, Public Safety and Chief of Police	MOUs for Emergency Mutual Aid, and MOUs for Non-Emergency Mutual Aid.
	Assistant Vice President, Strategic Procurement	Purchase Orders, Purchase Order Change Orders, and Bid Solicitations.
	Chief Information Officer	Authority to sign contracts for, or relating to, the purchase of IT hardware or software and/or IT services less than \$250,000.
	Coordinator, Strategic Purchasing	Purchase Orders, Purchase Order Change Orders, and Bid Solicitations.
	Director of Personnel Services	1) Employment-related documents for H1-B and PERM (Green Card, EB-1, EB1-A, permanent) status of employees, and 2) employee employment-related immigration documents.
	Director, Test Services	Testing bids
	Karl Calvo, in their capacity as Assistant Vice President, Facilities Group	1) Contracts relative to physical plant less than \$250,000.00, 2) Purchase, sale, lease/sublease, or license/sublicense of any University interest in real property less than \$100,000.00, and 3) AIA contracts with no cost, and AIA contracts with credits, including those \$250,000.00 and larger.
Vice President for Research and Economic Development	Associate Director, Post-Award	Research contracts, subaward agreements, grants documents, and cooperative agreements.
	Associate Director, Pre-Award, Office of Sponsored Projects	Research contractual agreements, research contracts, subaward agreements, grants

		documents, and cooperative agreements.
	Associate Vice President, Research Administration	Research Contractual Agreements.
	Co-Executive Director, Ryan Institute	To authorize purchases of goods and services of \$50,000 or less.
	Manager, Small Boats Program	Crewed Charter Agreements
	Director, IP Legal	IP related agreements to include: NDA, MTA, any documentation related to the prosecution and maintenance of IP (including any documentation as may be requested by State approved IP counsel for those purposes),
Vice President for Student Affairs	Jodi Hawkins, in their capacity of Director, Campus Recreation	Internal Student Organizational Contracts for use of Recreational Space/Facilities involving a total financial obligation or exposure of \$5,000 or less and a duration that does not exceed one year.
Vice President for Community, Equity & Diversity	Assistant Vice President for Community, Equity & Diversity	Contracts and agreements for guest speakers and performing artists involving a total financial obligation or exposure less than \$1,000.
Director of Athletics	Trish Casey, in their capacity of Chief Business Officer Athletics	Hotel and game contracts involving a total financial obligation exposure less than \$25,000.