



GENERAL DELEGATION OF AUTHORITY

No.: D1

Type of Delegation:

X Original:
_____ Sub-Delegation of Delegation Number: _____

Delegator: USF President

Delegatee: Executive Vice President, Provost
Executive Vice President for USF Health
Senior Vice President for Legal Affairs & General Counsel and Chief Strategy Officer
Senior Vice President for Advancement and Alumni Relations
Senior Vice President, Chief Human Resources, and Administrative Officer
Senior Vice President for University Community Partnerships
Vice President for Research & Innovation
Regional Chancellor of USF Sarasota-Manatee Campus
Regional Chancellor of USF St. Petersburg Campus
Vice President for Communications & Marketing and Chief Marketing Officer
Vice President for Athletics
Vice President for Business and Finance and Chief Financial Officer
Vice President for Facilities and Public Safety Operations
Assistant Vice President for Government Relations
Executive Chief Internal Auditor
Chief of Staff
Chief Compliance Officer

Delegated Authority:

(Title of the Delegatee listed may change before the Delegation is updated. The Vice President is vested with the responsibility is considered the Delegatee.)

1. **Signatory Authority:** Signatory Authority is delegated by specific Delegation as provided in [USF Policy 0-100: Delegations of General Authority and Signatory Authority](#) and maintained in the [University Delegation Index](#).
2. **General and Supervisory Authority:** This Delegation delegates from the President of the University of South Florida (USF) to the employees of the University the authority necessary to carry out the functions related to an employee's position and title of employment. This includes the ability of supervisors and managers to appoint employees to specific roles and to set managerial expectations which include:
 - a. Employees may sign general correspondence, compliance forms, filings, and administrative documents necessary to complete their employment responsibilities,

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the only designated signatory authority for entering into contracts is established by a specific Delegation of Signatory Authority as referenced in paragraph (1) above.

- b. Vice Presidents are granted the following additional types of authority within their areas of responsibility:
 - i. Decisions regarding personnel including change of status, travel and related expenses, outside activity, terms of resignation and termination, and mutual releases to waive claims, except:
 - a) Approval by President: The change of employment status of permanent Vice Presidents at any level, Deans, and Chairperson of Academic Departments need prior approval of the President;
 - b) Approval by Senior Vice President, Chief Human Resources and Administrative Officer: The change of employment status of USFPS and A&P employees vests only in the Senior Vice President, Chief Human Resources and Administrative Officer ; and
 - c) Approval of Office of General Counsel: The retention of outside legal counsel
 - ii. Decisions regarding the approval of the use of state funds for the payment of membership dues of the University and University employees in professional or other organizations;
 - iii. Decisions regarding leaves of absence of all personnel; and
 - iv. Decisions regarding administration of the operating budget and expenditures of allocated resources in their respective departments.
- c. Vice Presidents, Chief Officers, Executive Directors, and their designees have the responsibility for Regulation and Policy development (including establishing and implementing). The Office of the General Counsel has the authority to promulgate and publish the Regulations and Policies in accordance with the [Board of Governors Regulation Development Procedure for State University Boards of Trustees](#) and [USF Policy 0-001 Regulation and Policy Development](#).
- d. The Chancellors of the USF St. Petersburg campus (“USF SP campus”) and the USF Sarasota Manatee campus (“USF SM campus”) have the authority vested as set forth in current employment contracts including any additional updates or responsibilities as assigned by the university.
- e. This Delegation delegates from the USF President to the Vice President, Research & Innovation the overall responsibility for the Human Research Protections Program (HRPP). In accordance with [USF Policy 0-305: Use of Human Subjects in Research](#), the Division of Research Integrity & Compliance is responsible for the overall administration of the HRPP.

To this end, the Vice President, Research & Innovation may further delegate management and administrative authority regarding operational aspects of the USF HRPP as the Vice President, Research & Innovation deems necessary.

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3. Succession Authority: In the event of USF President's absence or incapacity, the authority necessary to address cases of emergency or urgent matters where inaction would cause a significant detrimental impact to the interests of the University is vested in the University Positions below in the order of succession as listed:

- 1) Executive Vice President and Provost
- 2) Senior Vice President for Legal Affairs & General Counsel and Chief Strategy Officer
- 3) Executive Vice President, USF Health
- 4) Vice President for Business & Finance and CFO
- 5) Vice President for Student Success
- 6) Senior Vice President for Advancement and Alumni Affairs

Sub-Delegation Authority: This Delegation may NOT be sub-delegated; however, an employee may reassign responsibilities if such reassignment is contemplated by the terms of their employment position.

Title: President
Effective Date: May 30, 2024
Name of Delegator: Rhea Law

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