

COLLEGE OF AGRICULTURE, FOOD & ENVIRONMENT
DELEGATION OF SIGNATURE AUTHORITY

January 13, 2021

Subject Matter	Reviewed By	Signature Authority
Academic Appointments/EO2s & Changes to Faculty Academic Appointments	Brian Lee	Brian Lee for Dean
Administrative Appointments - All faculty (and staff above level 47)	Brian Lee	Brian Lee for Dean+
Administrator and Chair Performance Evaluations	Brian Lee	Nancy Cox
Advance Approvals – (for meals/ refreshments costing \$1,000 or more)	Kim King	Susan Campbell
Alcohol Expenditures	Kim King/Tim West	Nancy Cox/Orlando Chambers
Awards (New Proposals & Changes) Faculty, Staff and Students	Kim King	Susan Campbell
Awards (New Proposals & Changes) Wethington Only	Alyson Gibson/Lesley Oliver	Robert Houtz
Barnhart Fund for Excellence	Megan Lucy	Brian Lee
Budget Revisions - Competitive 304-/32- Grants	Betty Newsom/Kim Hall	OSPA
Budget Revisions - Non-Grant	CAFE Business Center Analyst	CAFE Business Center Analyst
Budget Transfers	CAFE Business Center Analyst	CAFE Business Center Analyst
Business Procedures/Policy Exceptions	Kim King/CAFE Business Center Analyst/ Susan Campbell	Nancy Cox/Orlando Chambers
Cellular Allowance Requests *	Chris Fensin	Susan Campbell
Conflict of Interest Disclosure	Tim West	Nancy Cox/Tim West
Contracts – Academic Program Contracts, Personal Service Contracts (excluding sponsored projects) and International Program Agreements	Tim West	Nancy Cox
Disclosure of Financial Interest	Betty Newsom/Kim Hall	OSPA
Distribution of Effort (Faculty)	Megan Lucy/Chris Fensin	Brian Lee
Employee Education Program – All (excluding Extension Field Staff)	Megan Lucy	Brian Lee
Employee Education Program - Extension Field Staff	Area Director	Area Director
Equipment Purchases – Over \$10,000 (state funds only)	Susan Campbell/April Lyons	Nancy Cox/Orlando Chambers

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Equipment Purchases – Over \$200,000 w/o legislative budget authority (requires plant fund with attached Major Equipment Form)	Kim King/CAFE Business Analyst	Orlando Chambers
Equipment Purchases (Federal Capacity Funds Only) - <i>Requires NIFA pre-approval</i> - Over \$5,000 for general purpose equipment or over \$250,000 for specialized equipment	April Lyons (Research) Chris Shotwell (Extension)	Robert Houtz Laura Stephenson
Establishment of New (and Maintenance of Existing) Cost Centers, Fund Centers, Funds, Agency Accounts, Department and Org Units	Kim King	Susan Campbell
Faculty Appointments	Brian Lee	Brian Lee for Dean
Faculty Leave Requests (over 10 days) for FML, Delay of Probationary Period	Brian Lee	Brian Lee for Dean
Sabbatical, Endowed Appointments, Scholarly, Entrepreneurial & Leave with and without pay	Brian Lee	Brian Lee for Dean+
Faculty Promotion and Tenure	Brian Lee	Nancy Cox
Faculty Recruitment Expenses	Department Head	Department Head
Flexible Working Arrangement	Susan Campbell	Tim West
Gifts to Friends and Donors	Susan Campbell	Tim West
Gluck Equine Research Foundation	Nancy Cox	Nancy Cox
Graduate Faculty Membership Appointments	Lesley Oliver	Lesley Oliver
Grant Internal Approval Forms	Betty Newsom/Kim Hall	OSPA
Imprest Cash Forms	CAFE Business Center Analyst	Department Head
Journal Vouchers – Non-grant related	CAFE Business Center Analyst	CAFE Business Center Analyst via workflow
Journal Vouchers – Grant related (90 days or less)	CAFE Business Center Analyst	CAFE Business Center Analyst via workflow
Journal Vouchers - Grant related (> 90 days)	CAFE Business Center Analyst	Dept. Bus. Officer/Dept. Head/PI/CAFE Business Analyst via workflow
Journal Vouchers - Grant related (> 120 days)	Kim King/CAFE Business Center Analyst	Dept. Bus. Officer/Dept. Head/PI/Dean
Local/City Tax Forms	Departmental HR Administrator	Dept. Head/Dept. Bus Officer
Lost Equipment Reports	Andrew Gehring	Orlando Chambers
Material Transfer Agreements	Tim West	Tim West
Nepotism Exception Requests	Tim West	Nancy Cox
New Position Requests – Staff	Le Anne Herzog/Susan Campbell	Nancy Cox/Orlando Chambers

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New Position Requests – Faculty	Brian Lee	Nancy Cox
Outstanding Staff Awards	Megan Lucy	Brian Lee
Overloads – Staff <i>(Overloads for Faculty are on line)</i>	Le Anne Herzog/Susan Campbell	Nancy Cox/Orlando Chambers
PARS/Personnel Action Workflow	Chris Fensin/Melissa Horton/ Le Anne Herzog	LeAnne Herzog/Chris Fensin/ Melissa Horton/Susan Campbell
Payroll - Petty Cash Advances	Le Anne Herzog/Chris Fensin	Le Anne Herzog/Chris Fensin
Performance Evaluations – Staff	Individual/Supervisor	Supervisor
Personal Property Sale Requests	CAFE Business Center Analyst	Robert Houtz
Phased Retirement	Brian Lee	Nancy Cox
Position Fill Requests (Faculty)	Brian Lee	Nancy Cox
Post Retirement Appointments	Brian Lee	Brian Lee for Dean
Probationary Faculty - Two- and Four-Year Reviews	Brian Lee/Associate Deans/Nancy Cox	Department Chair
Procard Applications & Editor Changes	Kim King	Susan Campbell
Property Transfers - Equipment	Tim West	Nancy Cox/Orlando Chambers
Re-Evaluation of Staff Positions	Le Anne Herzog/Susan Campbell	Nancy Cox/Orlando Chambers
Relocation Expenses	Brian Lee	Brian Lee for Dean
Renovations – Less than \$100,000 and not funded by special state appropriations (e.g. deferred maintenance pools, state grants, etc.)	Kim King/Business Center Analysts/ April Lyons	Orlando Chambers
Renovations - \$100,000 and higher (requires an unexpended plant fund be established) and all projects funded by special state appropriations (e.g. deferred maintenance pools, state grants, etc.)	Kim King/Susan Campbell/April Lyons/CAFE Business Center Analysts	Orlando Chambers
Resignations – Faculty	Brian Lee	Department Chair
Retention Offers - Faculty	Brian Lee	Nancy Cox
Retirement – Civil Service (Staff)	Le Anne Herzog/Susan Campbell	Le Anne Herzog/Susan Campbell
Retirement – Civil Service (Faculty)	Le Anne Herzog/Susan Campbell	Brian Lee for Dean
Retirement – Faculty and Staff	Le Anne Herzog/Susan Campbell	Brian Lee for Dean
Salary Recommendations for Staff - New Hires/Promotions (Over Limit and Laterals)	Le Anne Herzog	Nancy Cox/Orlando Chambers
Salary Recommendations for Temporary Staff	Le Anne Herzog	Orlando Chambers
Salary Recommendations – Faculty Mid-Year	Susan Campbell/Brian Lee	Nancy Cox

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Salary Recommendations – Post-Doctoral Scholars and Fellows	Department Chair	Department Chair
Separation Sheets	Chris Fensin	Departments
Single Source Justifications	Susan Campbell	Susan Campbell
Space Lease Requests	Orlando Chambers	Orlando Chambers
Special Leave for Staff (excluding Extension staff)	Le Anne Herzog	Tim West
Special Leave for Extension Staff	Laura Stephenson	Brian Lee for Dean
Staff Professional Development Fund	Melissa Horton/Le Anne Herzog	Susan Campbell
Systems Security Access (Training Plans for SAP/BW), excluding SLCM	Kim King	Chris Shotwell
Systems Security Access (Training Plans for SLCM)	Jamie Dunn	Jamie Dunn
Tickets – Sporting Events	Supervisor/Kim King	Nancy Cox
Travel Advances - Petty Cash	CAFE Business Center Analysts	Orlando Chambers
Travel Expense Reports – Dean	April Lyons	Provost
Travel Expense Reports – Dept Heads, Directors and Associate Deans	Orlando Chambers	Orlando Chambers
Travel Expense Reports – Assistant Extension District Directors	Darlene Mylin	Laura Stephenson
Unemployment Claims – Process quickly – only 10 days to respond	Jeaune Hadl – send copy to Dept. Chair and Tim West	Jeaune Hadl
Vehicle Purchase – With trade-in	Ted Walker/Andrew Gehring	Susan Campbell
Vehicle Purchase – Without trade-in	Ted Walker/Andrew Gehring Susan Campbell	Nancy Cox/Orlando Chambers
Vehicle Rentals	Department	Department Chair
Visiting Student Appointments	Department Chair/Brian Lee	Department Chair
Visiting Faculty Appointments	Department Chair/Brian Lee	Department Chair

* Cellular Device Department Contract (if on a grant) should be routed to one of the College Grants Officers and then to the college research office for Dr. Houtz's signature; they are then forwarded to the UFS.

+ Confirm with Dean for Approval