

MARTIN-GATTON COLLEGE OF AGRICULTURE, FOOD & ENVIRONMENT
DELEGATION OF SIGNATURE AUTHORITY

February 11th, 2025

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	Laura Stephenson
Advance Approvals – (for meals/ refreshments costing \$1,000 or more)	Ginny Huntress	Susan Campbell
Alcohol Expenditures	Susan Campbell	Laura Stephenson/Orlando Chambers
Awards (New Proposals & Changes) Faculty, Staff and Students	Ginny Huntress	Susan Campbell
Awards (New Proposals & Changes) Wethington Only	Anthony Smith/Tom Hanna	Jamie Matthews
Barnhart Fund for Excellence	Misty Howard	Brian Lee
Budget Revisions - Competitive 304-/32- Grants	Collaborative Grant Services	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	Ginny Huntress/CAFE Business Center Analyst	Jason Hardin/Susan Campbell
Cellular Allowance Requests *	Kayla Mincks	Susan Campbell
Conflict of Interest Disclosure	Tim West	Laura Stephenson/Tim West
Contracts – Academic Program Contracts, Personal Service Contracts (excluding sponsored projects) and International Program Agreements	Tim West	Laura Stephenson
Disclosure of Financial Interest	Collaborative Grant Services	OSPA
Distribution of Effort (Faculty)	Misty Howard	Brian Lee
Employee Education Program – All (excluding Extension Field Staff)	Misty Howard	Brian Lee
Employee Education Program - Extension Field Staff	Area Director	Area Director
Equipment Purchases – Over \$10,000 (state funds only)	Susan Campbell	Laura Stephenson/Orlando Chambers

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Equipment Purchases – Over \$200,000 w/o legislative budget authority (requires plant fund with attached Major Equipment Form)	Cristin Costello	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	Lesley Oliver/Jason Hardin/Susan Campbell	Jamie Matthews Laura Stephenson
Establishment of New (and Maintenance of Existing) Cost Centers, Fund Centers, Funds, Agency Accounts, Department and Org Units	Ginny Huntress	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	Laura Stephenson
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	Laura Stephenson	Laura Stephenson
Graduate Faculty Membership Appointments	Lesley Oliver	Lesley Oliver
Grant Internal Approval Forms	Collaborative Grant Services	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)	CAFE Business Center Analyst	Dept. Bus. Officer/Dept. Head/PI/Dean - Tim West on behalf of the Dean
Local/City Tax Forms	Departmental HR Administrator	Dept. Head/Dept. Bus Officer
Lost Equipment Reports	Shelby Jackson/Christie Henson	Orlando Chambers
Material Transfer Agreements	Tim West	Tim West
Nepotism Exception Requests	Tim West	Laura Stephenson
New Position Requests – Staff	Le Anne Herzog/Susan Campbell	Laura Stephenson/Orlando Chambers

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New Position Requests – Faculty	Brian Lee	Laura Stephenson
Outstanding Staff Awards	Adam Pickerill	Brian Lee
Overloads – Staff <i>(Overloads for Faculty are on line)</i>	Le Anne Herzog/Susan Campbell	Laura Stephenson/Orlando Chambers
PARS/Personnel Action Workflow	Kayla Mincks/Sarah Habel/ Le Anne Herzog	LeAnne Herzog/Kayla Mincks/ Sarah Habel/Susan Campbell
Payroll - Petty Cash Advances	Le Anne Herzog/Kayla Mincks	Le Anne Herzog/Kayla Mincks
Performance Evaluations – Staff	Individual/Supervisor	Supervisor
Personal Property Sale Requests	CAFE Business Center Analyst	Jamie Matthews
Phased Retirement	Brian Lee	Laura Stephenson
Position Fill Requests (Faculty)	Brian Lee	Laura Stephenson
Post Retirement Appointments	Brian Lee	Brian Lee for Dean
Probationary Faculty - Two- and Four-Year Reviews	Brian Lee/Associate Deans/Laura Stephenson	Department Head
Procard Applications & Editor Changes	Ginny Huntress	Susan Campbell
Property Transfers - Equipment	Tim West	Laura Stephenson/Orlando Chambers
Re-Evaluation of Staff Positions	Le Anne Herzog/Susan Campbell	Laura Stephenson/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.)	Cristin Costello/Susan Campbell	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.)	Cristin Costello/Susan Campbell	Orlando Chambers
Resignations – Faculty	Brian Lee	Department Chair
Retention Offers - Faculty	Brian Lee	Laura Stephenson
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	Laura Stephenson/Orlando Chambers
Salary Recommendations for Temporary Staff	Le Anne Herzog	Orlando Chambers
Salary Recommendations – Faculty Mid-Year	Susan Campbell/Brian Lee	Laura Stephenson

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Salary Recommendations – Post-Doctoral Scholars and Fellows	Department Chair	Department Chair
Separation Sheets	Kayla Mincks	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	Kayla Mincks/Le Anne Herzog	Susan Campbell
Systems Security Access (Training Plans for SAP/BW), excluding SLCM	Ginny Huntress	Susan Campbell
Systems Security Access (Training Plans for SLCM)	Jamie Dunn	Jamie Dunn
Tickets – Sporting Events	Supervisor/Cristin Costello	Laura Stephenson
Travel Advances - Petty Cash	CAFE Business Center Analysts	Orlando Chambers
Travel Expense Reports – Dean	Susan Campbell	Provost
Travel Expense Reports – Dept Heads, Directors and Associate Deans	Orlando Chambers	Orlando Chambers
Travel Expense Reports – Assistant Extension District Directors	Ryan Martin	Craig Wood
Unemployment Claims – Process quickly – only 10 days to respond	Jeaune Hadl-Butler – send copy to Dept. Chair and Tim West	Jeaune Hadl-Butler
Vehicle Purchase – With trade-in	Jason Hardin/Christie Henson/ Susan Campbell/Becky Amsler (Extension)	Susan Campbell/Orlando Chambers
Vehicle Purchase – Without trade-in	Jason Hardin/Christie Henson/ Susan Campbell/Becky Amsler (Extension)	Laura Stephenson/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. Jamie Matthew's signature; they are then forwarded to the UFS.

+ Confirm with Dean for Approval