

**EXECUTIVE MEMORANDUM NUMBER 13**  
 Delegation of Administrative Authority to  
 Approve Academic-Administrative Personnel Actions

Subsection Number	Description	Board of Regents Approval Required	UNMC Campus Signature Authority*
#1	Authority to make appointments to positions of Vice Chancellor and Dean, and equivalent ranks	Subject to approval by the President and the Board of Regents	Harold M. Maurer
#2	Authority to make appointments to positions in the academic-administrative staff below the rank of Dean or equivalent, except appointments to graduate faculty status.	Delegated to the campus.	James Turpen, Herbert Davies
#3	Authority to approve contracts for the services of members of the academic-administrative staff.	Delegated to the campus.	James Turpen, Herbert Davies, Michael Wadman (House Officer Agreements only)
#4	Authority to approve changes in salary, changes in type of appointment and changes in terms of conditions of appointment for any member of the academic-administrative staff.	Delegated to the campus.	James Turpen, Herbert Davies, or Sheila Wrobel

\*Chancellor has approval authority and has delegated it as noted.

Proposed changes to the tables shall be submitted to the Director, Financial Compliance and Cost Analysis.

**EXECUTIVE MEMORANDUM NUMBER 14**

## Delegation of Administrative Authority to Approve Certain Types of University Contracts

## Per Board of Regents Policy 6.3.1

## Authority to Approve and Execute Contracts

Subsection of RP 6.3.1	Description	Board of Regents Approval Required	UNMC Campus Signature Authority*
4.a.	Contracts for the procurement of services or for the procurement of consumable supplies or commodities routinely used in the regular course of business in operation of the University.	Delegated to the campus.	Jeffrey Elliot, Deborah Thomas, or Donald Leuenberger
4.b.	Contracts with a public utility for the purchase of public utility services routinely used in the regular course of business in operation of the University.	Delegated to the campus.	Jeffrey Elliot, Deborah Thomas, or Donald Leuenberger
4.c.	Contracts for the purchase of gasoline, oil or diesel fuel routinely used in the regular course of business in operation of the University.	Delegated to the campus.	Jeffrey Elliot, Deborah Thomas, or Donald Leuenberger
4.d.	Contracts for the purchase of livestock or livestock feed routinely used in the regular course of business in operation of the University.	Delegated to the campus.	Jeffrey Elliot, Deborah Thomas, or Donald Leuenberger
4.e.	Contracts for the procurement of products for resale to consumers through University facilities, such as items sold through a University bookstore.	Delegated to the campus.	Jeffrey Elliot, Deborah Thomas, or Donald Leuenberger
4.f.	Contracts where the University will provide services to an external party, including, but not limited to research, instruction, consulting, planning, technical assistance, testing, or program development service.	Over \$400,000 requires Board of Regents approval.	<u>Research Grant/Contracts</u> - Deborah Vetter, Jennifer Larsen, James Turpen, Herbert Davies, Ernest Prentice, Christopher Kratochvil, Paula Turpen, or Sheila Wrobel <u>Anything else</u> - J Turpen, H Davies, DS Leuenberger, D Thomas, or K Swarts

\*Footnote: 1. Chancellor has approval authority and has delegated it as noted.  
2. Unless multiple signatures are required the first name listed is the primary contact.

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Authority to Approve and Execute Contracts

Subsection of RP 6.3.1	Description	Board of Regents Approval Required	UNMC Campus Signature Authority *
4.g.	Contracts providing for the sale of a single item of personal property owned by the University.	Reasonable estimated market value over \$250,000 requires Board of Regents approval. Over \$100,000 is only reported to the Board of Regents.	Jeffrey Elliot, Deborah Thomas, or Donald Leuenberger
4.h.	Contracts relating to the staging, performance or sponsorship of any cultural, performing arts, recreational or intercollegiate athletic event, except any contract relating to any post-season intercollegiate football bowl game.	Delegated to the campus.	Robert Bartee, Donald Leuenberger
4.i.	Contracts for the procurement of material to be added to the collection of any University gallery, library or museum facility in the regular course of business in operation of any such facility.	Delegated to the campus.	Jeffrey Elliot, Nancy Woelfl, Deborah Thomas, or Donald Leuenberger
4.j.	Contracts whereby University of Nebraska Television will provide services to an external party, including, but not limited to, research, instruction, consulting, planning, production, technical assistance, or program development services.	Over \$400,000 requires Board of Regents approval.	James Turpen, Herbert Davies
4.k.	Contracts for the procurement of construction services or supplies for a building, structure or other improvement to real property less than or equal to \$2,000,000.	Over \$250,000 is only reported to the Board of Regents.	Jeffrey Elliot, Kenneth Hansen, Deborah Thomas, or Donald Leuenberger
4.l.	Contracts for the procurement of personal property less than or equal to \$400,000.	Over \$250,000 is only reported to the Board or Regents.	Jeffrey Elliot, Deborah Thomas, or Donald Leuenberger

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4.m.	Contracts for the procurement of construction services or supplies for building, structure or other improvement to real property over \$2,000,000.	Over \$2,000,000	Jeffrey Elliot, Kenneth Hansen, Deborah Thomas, or Donald Leuenberger
4.n.	Contracts for the procurement of personal property over \$400,000.	Over \$400,000 and is not competitively bid and is not awarded to low responsible bidder and exceeds budget as approved by the Board of Regents.	Jeffrey Elliot, Deborah Thomas, or Donald Leuenberger
4.o.	Amendment of or change order to a contract approved pursuant to Section 4m where the amendment or change order is the greater of a total price of \$150,000, or represents 1.25% of the total project cost; or Section 4n, where the amendment or change order has a total price of \$100,000 or less.	Over \$100,000.	Jeffrey Elliot, Deborah Thomas, or Donald Leuenberger
4.p.	Contracts for the procurement of professional services, except services of an architect, engineer, landscape architect or land surveyor.	Over \$400,000. Over \$250,000 is only reported to the Board of Regents.	Jeffrey Elliot, Deborah Thomas, Keith Swarts, or Donald Leuenberger
4.q. and 6.3.2	Contracts for the procurement of the licensed professional services of an architect, engineer, landscape architect or land surveyor.	No limit.	Jeffrey Elliot, Kenneth Hansen, Deborah Thomas, or Donald Leuenberger
4.r.	Contracts granting to the University a lease of or license to use or occupy real property.	Lease exceeds 10 years and the contract amount is over \$250,000. Each contract for a term in excess of one year is reported to the Board of Regents.	Donald Leuenberger and Harold M. Maurer  For House Rentals - Keith Swarts or Deborah Thomas.

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4.s.	Contracts granting to an external party a lease of or license to use University real property for a use that is not a University-related use.	Not awarded in public bid and exceeds 10 years and exceeds \$500,000 for the full term of the lease. Each contract for a term in excess of one year and \$250,000 is reported to the Board of Regents.	Donald Leuenberger and Harold M. Maurer
4.t.	Contracts granting to an external party a lease of or license to use University real property for a use that is a University-related use.	Exceeds 10 years and over \$500,000. Each contract for a term in excess of one year and \$250,000 is reported to the Board of Regents.	Donald Leuenberger and Harold M. Maurer
4.u.	Contracts for or grant of an easement encumbering University real property to a governmental entity or a public utility.	Over \$100,000. Contracts in excess of \$50,000 are report to the Board of Regents.	Donald Leuenberger
4.v.	Contracts granting a license or assigning the right to grant a license in any University technology as part of the transfer of such technology for commercial purposes.	No Limit. Semi annual report of all such contracts is made to the Board of Regents	Donald Leuenberger, Jennifer Larsen, James Turpen, Herbert Davies, Michael Dixon, Jason Nickla
4.w.	Contracts of employment with a University faculty or staff member, including UNMC Terms of Employment Agreements with clinical faculty and UNMC Supplemental Compensation Agreements, for appointments and salary obligations that may be approved by the President or his or her designees under Section 3.2 of the Bylaws of the Board of Regents.	No limit. Biannual reporting to the Board of Regents of the compensation and length of term of each appointment to an administrative position and to a faculty position at the rank of assistant professor.	James Turpen, Herbert Davies, Harold M. Maurer

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3. Proposed changes to the tables shall be submitted to the Director, Financial Compliance and Cost Analysis.