TEXAS SOUTHERN UNIVERSITY

3100 CLEBURNE STREET . HOUSTON, TEXAS 77004

713-313-7011



DR. JOHN M. RUDLEY PRESIDENT, TEXAS SOUTHERN UNIVERSITY

MEMORANDUM

TO:	Sunny Ohia	Andrew Hughey
	James M. Douglas	Charla Parker-Thompson
	William Saunders	Janis Newman
	Wendy Adair	Hasan Jamil
	Charles McClelland	Demetria Weeks
	Jim McShan	Linda Ballard
FROM:	John M. Rudley	
DATE:	September 1/2012	
SUBJECT:	Delegations of Authority	

Enclosed is a copy of my delegations of authority for Fiscal Year 2013. These delegations are effective immediately and will remain in effect until the end of the current fiscal year. At that time, a new memorandum and list will be issued indicating the new assignments.

Enclosure

President's Delegations of Authority

Delegated Authority

Certify that projects submitted by Texas Southern University for approval by the Texas Higher Education Coordination Board Commissioner meet the criteria and requirements for such submittals.

Negotiate, execute, and administer all contracts (revenue/expenditure) and procurement of equipment, goods, and services, or extension, modification or renewal of existing contracts, less than \$100,000 that do not require approval by the TSU Board of Regents, along with related documents and instruments.

Negotiate, execute, and administer all contracts (revenue/expenditure) and procurement of equipment, goods, and services, or extension, modification or renewal of existing contracts within the area of the Department of Athletics less than \$100,000, that do not require approval by the TSU Board of Regents, along with related documents and instruments.

Negotiate, execute, and administer all coaches contracts less than \$100,000.

Give prior written approval for domestic travel and the payment/reimbursement of associated travel expenses for faculty and staff in your area of responsibility.

Designee

Vice President for Administration and Finance

Provost or Vice President for Administration and Finance

Vice President for Administration and Finance

Athletics Director

Provost, Vice Presidents, General Counsel, Athletics Director, Chief of Staff Give prior written approval for domestic travel and the payment/reimbursement of associated travel expenses for members of the TSU Board of Regents and staff members in the President's Office, the Board of Regents' Office, the Internal Audit Office and departments and offices reporting directly to the President.

Approve purchases and reimbursements for members of the TSU Board of Regents and staff members in the President's Office, Board of Regents' Office, Internal Audit Office and departments and offices reporting directly to the President.

Approve budget transfers, personnel actions and staff requests, excluding those which require additional funds or an increase in FTE in excess of the current fiscal year's budget, in your area of responsibility. (Since we are currently under a freeze on hiring and a freeze on salary increases, any new hires and/or salary increases must be approved in advance by the president.)

Approve budget transfers, personnel actions, leave requests, payroll time sheets, and staff requests and appointments, excluding those which require additional funds or an increase in FTE in excess of the current fiscal year's budget, for staff members in the President's Office, Board of Regents Office, Internal Audit Office and departments and offices reporting directly to the President.

Approve all research and non-research grant proposals and all sub-awards.

President's Chief of Staff

President's Chief of Staff

Executive Vice President, Provost, Vice Presidents, General Counsel, Athletics Director, President's Chief of Staff

President's Chief of Staff

Provost

Set fees for each continuing education course in an amount sufficient to permit Texas Southern University to recover the costs of providing the fee.

Approve Inter-Agency Agreements of less than \$100,000 (SORM, Worker's Compensation, etc.)

Approve institutional, organizational, and professional memberships.

Subject to the delegation to execute contracts noted above, sign all documents related to contracts for selection of architects, consultants and other professional services.

Sign to commission University peace officers.

Accept service of complaints and other legal process on behalf of the University and/or the President.

Negotiate, execute, and administer all contracts/agreements with outside counsel, less than \$100,000.

Approve and pay all institutionally controlled funds presented to the Comptroller of Public Accounts Provost

Vice President for Administration and Finance

General Counsel

General Counsel

Current designees' names on file in the Office of the Vice President for Administration and Finance.