

Policy Categories

University Governance Ethics, Integrity, and Legal Compliance

Faculty, Teaching, and Research

Academic Rules, Student Responsibilities & Services

Employment, Workplace Rules, Benefits and Governmental Notices

Free Speech

Administrative and Financial

Information Technology

University Facilities, Equipment, and Property

Campus Safety and Emergency Services

Policy Process

Submitting a Proposed New or Revised Policy

Reporting Policy Violations

2015 Approved Policies

Mobile Device Acceptable Use Policy

Purchasing Policy - Printers, Copiers, Multifunction Devices

Office Supply Purchasing Policy

Travel Policy

GIFT POLICY

Other Authoritative Documents

Syracuse University Compact

Faculty Manual

Staff Employee Handbook

Student Handbook

Academic Rules

University Senate Bylaws

Contracts with External Parties

Scope

Faculty and staff

Policy Statement

Syracuse University policy authorizes only the following University officers and designated employees to sign contracts with external parties on behalf of the University or its individual schools, colleges, and departments. University officers and employees other than those listed here do not have the authority to sign such contracts.

- Chancellor
- Vice Chancellor and Provost
- Executive Vice President and Chief Financial Officer
- Comptroller
- Treasurer
- Under certain circumstances the terms and conditions of an individual's separation from employment at Syracuse University is subject to a formal written agreement. This agreement constitutes a contract that imposes certain obligations on both parties. As such, the Senior Vice President for Human Capital Development must sign the agreement on behalf of the University. In his/her absence, he/she or the Chancellor shall designate another University officer who has the authority to sign any contract to sign in her place. A Human Resources staff member designated by the Senior Vice President for Human Capital Development is expected to review each separation of employment contract before it is presented to an officer for signature to indicate that it is acceptable to the Office of Human Resources.
- The Senior Vice President for Human Capital Development is authorized to sign contracts for Human Capital Development consulting services and contracts relating to benefits and benefit plans.
- The Director of Purchasing and Real Estate is authorized to sign contracts totaling less than $75,000 for equipment maintenance agreements and software licenses.
- The Vice President and Chief Information Officer is authorized to sign contracts for computing.
- The Vice President for Research is authorized to sign grant agreements, license agreements and other contracts associated with the University's research and technology transfer functions. He or she is also authorized to sign any documents necessary or advisable in connection with those contracts, including without limitation documents necessary to substantiate compliance with legal or contractual requirements imposed in connection with the contracts.
- The Associate Vice President for Research is authorized to sign grant agreements, license agreements and other contracts associated with the University's research and technology transfer functions, with a value limit of one million dollars for each such contract. He or she is also authorized to sign any documents necessary or advisable in connection with those contracts, including without limitation documents necessary to substantiate compliance with legal or contractual requirements imposed in connection with the contracts.
- The Director of Sponsored Programs is authorized to sign grant agreements, license agreements and other contracts associated with the University's research and technology transfer functions, with a value limit of one-half million dollars for each such contract. He or she is also authorized to sign any documents necessary or advisable in connection with those contracts, including without limitation documents necessary to substantiate compliance with legal or contractual requirements imposed in connection with the contracts.
- The Senior Vice President and General Counsel is authorized to sign agreements providing for the retention of outside legal counsel to represent the University, or to represent other persons or entities on behalf of the University (e.g., pursuant to contractual obligations requiring the

Emergency Procedures Reference Guide

Campus and Governmental Notices

Policy Submission Flowchart

University to furnish a defense to other parties). Except as may be otherwise determined by the Chancellor, the Senior Vice President and General Counsel must be consulted on, and his or her approval shall be required for, all agreements or arrangements for legal representation as described in the preceding sentence.

Additional Provisions

- The Office of the Executive Vice President/CFO is the designated custodian of all contracts with external parties, and all such contracts should be sent to that office, or offices designated by him, for filing and safe keeping.
- The Department of Public Safety must be consulted and provide authorization before contracting for services with an outside security firm.
- The Office of Human Resources should be consulted on matters relating to separation of employment contracts.
- The Risk Management Department should be consulted on risk-related matters contained in contracts with external parties, including all matters relating to insurance.
- The Office of the Executive Vice President/CFO, the Comptroller's Office, or the Treasurer's Office should be consulted on tax-related matters contained in contracts with external parties.

Policy Administration

- Executive Vice President Chief Financial Officer

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