

SIGNATURE POLICIES Division of Academic Affairs

I. General Signature Policy

It is the policy of the Division of Academic Affairs that budget, personnel, and travel documents are to be signed by the administrator in charge of the unit. The responsibility may be delegated to an assistant/associate administrator, or, in the case of absences from campus, to an acting administrator.

No employee is to sign the name of another. If a person has been delegated signature responsibility, he/she signs his/her own name.

Refer to Section XV for signature requirements for Research & Sponsored Programs accounts.

II. Online Budget Transfers

The Provost's approval is required **ONLY** on budget transfers **that involve the movement of salaries**. All other budget transfers will be routed directly to the University Budget Office. Departments are encouraged to use the online PDF Budget Transfer form (URL below) to organize the transfer prior to entering the transfer into the online Budget Transfer System.

The Budget Transfer form can be found at:

<https://nautical.uwf.edu/acs/budgettransferAcctCode/default.asp>

NOTE: Academic Affairs will continue to monitor budget transfers by reviewing the Budget Control Proof List on a daily basis.

III. Position Vacancy Requisitions

Approval of the Provost is required on all Faculty and University Workforce vacancy announcements through People Admin, including visiting appointments on E&G accounts. Approval from the Office of Research and Sponsored Programs is required on all vacancy announcements for Faculty and University Workforce on C&G accounts.

Vacancy announcements for OPS positions are approved by Deans or Department Heads and then routed directly to OHR.

Search waivers require the Provost's approval.

IV. Job Questionnaire

All job questionnaires must be signed by the Provost prior to submitting to OHR. A job questionnaire must be completed to establish a new position prior to submission of the position vacancy requisition. An updated job questionnaire should be submitted for the reclassification of an existing position.

An addendum to a job questionnaire should be submitted to the Provost for signature.

V. Faculty Employment Contracts

New Hires

A. E&G Lines

Signatures of Dean (or Director as appropriate) and the Provost required. Signed employment contracts **MUST** be returned to Academic Affairs for appropriate distribution.

B. Contract and Grant Lines

Signatures of Dean (or Director as appropriate) and the Office of Research and Sponsored Programs required.

More detailed procedures on processing of Employment Contracts can be found at <http://uwf.edu/aabudget/policies/contracts.cfm>

VI. E & G Funded and Personnel Action Sheets

SRT Administration Overhead Accounts, Line Item Faculty, University Workforce and USPS (Including OPS overloads and bonuses)

Signature of Dean (or Director as appropriate) and the Provost required.

OPS appointments (Faculty, University Workforce, adjuncts, graduate assistants, student assistants, OPS staff, etc.)

Requires signature from unit head expending funds and the Dean or designee (or Director as appropriate).

Personnel Employed on a Contract and Grant (Excluding SRT Administration Accounts)

Requires signature of Dean (or Director as appropriate) and signature from Research and Sponsored Programs. The Provost's signature required **ONLY** for those employees who are also appointed to E&G lines.

NOTES:

- Both action sheets and employment contracts, along with all required OHR essential documents, are required for new hires in order to expedite hiring and payroll processes.
- Action sheets are required to end an appointment; i.e., retirement, resignation and to initiate annual and sick leave payouts.

VII. Overtime Requests

Overtime Requests **DO NOT** Require Provost Approval (Supervisor and/or Deans/Directors Signature Required).

VIII. Personnel Entering Phased Retirement

Application for phased retirement requires signatures of Dean (or Director as appropriate) and the Provost. Action sheets to appoint Faculty to teach on phased do not require the Provost's signature.

IX. Direct Pay Request (Concessions)

ONLY the signature of the Dean is required on direct pay request forms.

X. Foundation Requests

The Provost's (or designee) signature is required on reimbursements for direct reports of the Provost. All others need to be forwarded directly to the Foundation Office.

XI. Travel - Other Research and Sponsored Programs Accounts

A. Travel Authorization Requests

All Travel Authorization Requests will be signed by the traveler, traveler's supervisor, and appropriate administrator in charge of the unit. In order to process TARs in a timely manner, the TAR may be annotated "**traveler not available for signature**" in the event the traveler is not available to sign. Where the traveler or traveler's supervisor is not the project leader for the account paying for travel, the project leader's signature must also be on the TAR. When travel is paid from more than one account, the TAR must contain signatures of project leaders for each contributing account.

The Provost will sign **ALL** Travel Authorization Requests for Faculty and personnel reporting directly to the Provost.

The signature of the University President, or designee, is required for all travel in excess of 30 days.

B. Travel Change Orders

All Travel Change Orders must follow the same approval route as the original TAR, even if the Change Order is typed on the Travel Reimbursement form.

C. Reimbursement vouchers

All Travel Reimbursement Vouchers will be signed by the employee indicated on the form and the appropriate administrator in charge of the unit. The Provost's signature is required for Faculty and personnel reporting directly to the Provost.

Travel forms are available online at <http://uwf.edu/financial/Forms.html>.

XII. Purchase or Lease of Cellular Telephones

The Provost's (or designee) signature is required on all action sheets to initiate or remove a cell/data salary supplement.

XIII. Expense/OCO—Other than Research and Sponsored Programs Accounts

The Provost's signature is **NOT** required on expense or OCO requisitions. All requests for computer equipment must continue to be routed through ITS.

Academic Affairs will review and analyze overall OCO expenditures by college and department routinely to monitor this category of expenditure.

XIV. Business Cards

Requires signature of Dean or designee (or Director as appropriate). The Provost's signature is **NOT** required.

XV. Research and Sponsored Programs Accounts

A. Routine Purchases and Travel Less than \$1,000

Sponsored research routine purchases and U.S. travel (less than 30 days) of less than \$1,000 will not be signed by Research and Sponsored Programs, but may be forwarded directly to Procurement & Contracts and Travel. The only signature that will be required for purchase requisitions, reimbursement vouchers, etc. will be the PI and/or Dean/Director/Chair (one signature beyond the initial approval or request). If the department, college, or division wishes to remain in the approval process, it will be their responsibility to establish requirements internally with their faculty and staff.

All foreign travel requires the prior approval of the Office of Research and Sponsored Programs.

B. Routine Purchases and Travel Exceeding \$1,000

Routine Sponsored Research purchases and travel exceeding \$1,000 will be approved only by the Office of Research and Sponsored Programs.

NOTE: Any requisition requesting sole source or Sponsored Research exemption must be approved by the Office of Research and Sponsored Programs.

C. Requisitions with Insufficient Funds or Past the Posted Ending Date

Requisitions to purchase items for which there is currently insufficient available budgeted funds posted in the appropriate expenditure category or for projects past the posted ending date of the project in the accounting system will require Office of Research and Sponsored Programs approval. For specific guidance in such instances, contact the Office of Research and Sponsored Programs.

D. Other Required Office of Research and Sponsored Programs Signature Approval Items

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Office of Research and Sponsored Programs approval will continue to be required for all new account setups in the “22 Fund Type”, personnel actions, changes in budget category or amendment to budgeted amount or ending dates, transfers or recharges of expenditures, and distribution of funds to other University accounts.

XVI. Offer Letters for Employment of Full-Time Faculty and Professional Staff

ALL draft offer letters for Faculty, Director, Associate, and Assistant Director positions must be submitted to the Executive Specialist for review and Provost’s approval and signature.

XVII. Outside Activity/Conflict of Interest

The Provost’s signature is required on all Outside Activity/Conflict of Interest forms. For more information on this policy please refer to <http://uwf.edu/academic/rrequest/outsideactivity/outside.htm>.