

**DIVISION OF ACADEMIC AFFAIRS
STANDARD OPERATING PROCEDURES
SIGNATURE AUTHORITY**

OVERVIEW: SIGNATURE AUTHORITY IN THE DIVISION OF ACADEMIC AFFAIRS

- This document provides information on documents requiring signature and/or approval by the Provost and Senior Vice President for activities in the Division of Academic Affairs.
- Official university documents in the Division of Academic Affairs are to be signed by the administrator in charge of the unit. The responsibility may be delegated to an 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.
- Any individual employee of the University not authorized to sign documents as described below shall be subject to appropriate disciplinary action.

DOCUMENT TYPES

ALCOHOL REQUESTS

- The Provost's signature **is** required on all documents requesting approval to serve alcohol at a university sponsored event.

BUSINESS CARDS

- The Provost's signature **is not** required to order business cards or name badges.

CELL/DATA SALARY SUPPLEMENT

- The Provost's signature **is** required on all Personnel Action Forms to initiate or remove a cell/data salary supplement.

CONFLICT OF INTEREST

- The Provost's signature **is** required on all Conflict of Interest forms.

CONFLICT MANAGEMENT PLANS

- The Provost's signature **is** required on all Conflict Management Plans for faculty, staff and OPS employees in the Division of Academic Affairs.

CONTRACTS AND AGREEMENTS

- The Provost's approval **is** required on all contracts, agreements, memorandum of understanding, or other documents, however styled, arising out of or directly affecting the Division of Academic Affairs. Any delegations of this authority must be in writing and signed by the Provost. No sub-delegations are permitted.
- Such documents shall not be forwarded to the Office of General Counsel for review until **conceptual** approval of the Provost is obtained by the requesting Department. All such documents must then be reviewed first by General Counsel as to form and legality prior to execution and signature by the Provost.

DELEGATION OF AUTHORITY

- The Provost's signature **is** required on memos for Provost direct reports delegating authority to another person.

DIRECT PAY REQUEST (CONCESSIONS)

- The Provost's signature **is** only required when expending funds from concession account(s) managed by the Provost.
- The Provost's signature **is not** required on Direct Pay Request forms.

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 be routed through ITS.
- Academic Affairs reviews and analyzes overall OCO expenditures by college and department routinely to monitor this category of expenditure.

FACULTY EMPLOYMENT CONTRACTS FOR NEW HIRES

- The Provost's signature **is** required for all out-of-cycle contracts.

FOUNDATION REQUESTS

- The Provost's signature **is** required on all reimbursements for direct reports of the Provost.
- All others are routed to the Dean/VP (or unit head as appropriate) and then to the Foundation Office.

JOB DESCRIPTIONS

- The Provost's approval **is** required on the following Workforce Job Descriptions (JDs). This does not include OPS:
 - Request to establish a new position
 - Request to reclassify a job position
 - Request to update a job position description

- The Provost's approval **is** required for faculty and workforce pay compensation increases. A memo signed by the dean or unit head must be submitted with the following information.
 - Employee name
 - Position number
 - Department and College (or unit)
 - Current annual salary
 - Requested percentage increase
 - Requested dollar amount increase
 - Requested new annual salary
 - Requested effective date
 - Funding source for salary/increase/bonus
 - Complete, detailed justification for increase
 - Dean/AVP level signature approval

- The Provost's approval **is not** required for supervisor changes except for direct reports.

KEY REQUESTS

- The Provost's signature **is** required on requests for Master Keys.
- The Provost's signature **is** required on all key requests for direct reports to the Provost.

MOVING EXPENSES

- The Provost's signature **is** required on all Requests to Pay Moving Expenses for faculty and workforce staff in the Division of Academic Affairs.

NON-REAPPOINTMENT

- The Provost's approval **is** required on letters/memos of non-reappointment prior to the letter/memo being given to the employee.

OFFER LETTERS FOR EMPLOYMENT OF FACULTY AND WORKFORCE POSITIONS

- The Provost's approval **is** required on draft offer letters for all Faculty positions and Workforce positions at the Director, Associate, and Assistant Director and higher levels.
- **Draft** offer letters should be emailed to the Executive Assistant in the Office of the Provost for the Provost's approval **prior** to any offer being extended to a candidate.

ONLINE BUDGET TRANSFERS

- The Provost's approval **is** required only on budget transfers involving salary movement.
- The Office of the Provost monitors budget transfers by regularly reviewing the Budget Control Proof List.

OUTSIDE ACTIVITY

- The Provost's signature **is** required on all Outside Activity forms.

OVERTIME REQUESTS

- The Provost's signature **is not** required on Requests for Overtime. Supervisor and/or Deans/Directors Signature is sufficient.

PAY INCREASES

- The Provost's signature **is** required on all requests for pay increases for Division of Academic Affairs faculty and workforce staff.
- The Provost's signature **is not** required for OPS and student pay increases.
- The Provost's signature **is** required for OPS staff pay increases placing the employee outside the approved salary range.

PERSONNEL ACTION FORMS

- The Provost's signature **is** required on all Personnel Action Forms for faculty and workforce employees in the Division of Academic Affairs.
- The Provost's signature **is** required on all Personnel Action Forms for out-of-cycle faculty hires. Personnel Action Forms **are not** required for faculty hired with an August 8 start date. The Office of the Provost prepares employment contracts for these faculty.
- The Provost's signature **is not** required on Personnel Action Forms for OPS Faculty, OPS Staff, adjuncts, graduate students, or students in the Division of Academic Affairs.

- Personnel Action Forms are required:
 - New Hires – no prior UWF employment
 - Re-Hires – previously worked for UWF (contact Human Resources for determination)
 - Reassigned to a new position number
 - Promotion
 - Job update with pay increase
 - Job reclassification with pay increase
 - Working title change
 - Revised Appointment
 - Change pay index or percentages
 - Change home org
 - Change salary
 - Change FTE
 - Temporary and permanent pay increases
 - Change in Status
 - Leave with or without pay including medical and FMLA
 - Return from leave
 - Sabbaticals (only for full-year sabbatical at half-pay) (for faculty only)
 - Entering DROP
 - Terminations and Retirements
 - Bonus (one-time lump sum OPS payment)
 - University or Divisional Awards
 - Annual and sick leave payouts

POSITION RECRUITMENTS AND POSTINGS (PA7)

- The Provosts approval **is** required on all Faculty and University Work Force job recruitments prior to posting.
- Postings are submitted through the Human Resources People Admin 7 (PA7) system. Visiting appointments are not required but can be submitted for posting through PA7.
- Postings must first be routed through the Dean/Director level and then to the Vice President level for Provost approval. The Provost (or designee) forwards to Human Resources.
- The Provost's approval **is not** required for OPS, student or adjunct position recruitments. These are approved by Deans or Department Heads and routed directly to Human Resources.

- Approval from the Office of Research and Sponsored Programs is also required on job postings for Faculty and University Work Force on Contracts and Grants accounts. The signature of the Office of Research and Sponsored Programs indicates budgetary approval in accordance with grant requirements/regulations.

REIMBURSEMENT VOUCHERS

- The Provost's signature is required for direct report faculty and workforce staff.

SEARCH WAIVERS

- The Provost's approval is required on all search waivers for faculty and workforce staff positions.
- The original search waiver must be submitted to the Office of the Provost for approval and include:
 - A completed and signed Request for Waiver of Recruitment form (located on the Human Resources website: <http://uwf.edu/offices/human-resources/hr-forms-and-resources/alphabetical-listing/>).
 - Detailed justification memo also signed by the Dean/designee.
 - Current resume/vitae.

TRAVEL AUTHORIZATION REQUESTS (TARS)

- The Provost's signature is required on all Travel Authorization Requests for faculty and personnel reporting directly to the Provost.
- All Travel Authorization Requests must be signed by the traveler, traveler's supervisor, and appropriate administrator in charge of the unit. The TAR may be annotated "traveler not available for signature" in the event the traveler is not available to sign.
- When the traveler or traveler's supervisor is not the project leader for the account paying for travel, the project leaders 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 signature of the University President, or designee, is required for all travel requests in excess of 30 days.

TRAVEL EXPENSE REPORTS (TERS)

- The Provost's signature is required on all Travel Expense Reports for faculty and personnel reporting directly to the Provost.

- All Travel Expense Reports must be signed by the traveler, traveler's supervisor, and appropriate administrator in charge of the unit.
- When the traveler or traveler's supervisor is not the project leader for the account paying for travel, the project leaders signature must also be on the TER. When travel is paid from more than one account, the TER must contain signatures of project leaders for each contributing account.
- The signature of the University President, or designee, is required for all travel in excess of 30 days.

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.

RESEARCH AND SPONSORED PROGRAMS ACCOUNTS

- **Index begins with 16, 18, 21, 22, R or CR.**
- The Principal Investigator must approve **all expenditures** such as, but not limited to, personnel actions, purchases, travel, transfers or recharges of expenditures, CAERS, and distribution of funds to other university accounts.

PERSONNEL ACTION FORMS

- ALL PAFs must be signed by the Principal Investigator and Research and Sponsored Programs regardless of action taken.

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 Principal Investigator 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 regardless of dollar amount requires the prior approval of the Office of Research and Sponsored Programs.

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.

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.

OTHER REQUIRED OFFICE OF RESEARCH AND SPONSORED PROGRAMS SIGNATURE APPROVAL ITEMS

- Office of Research and Sponsored Programs approval will continue to be required for all new account setups in the “22 Fund Type”, 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.

TRAVEL AUTHORIZATION REQUESTS (TARS)

- The Office of Research and Sponsored Programs must approve all
 - TARS over \$1,000 on any index that begins with 18, 21, and 22.
 - TARS regardless of the amount on indexes beginning with 16, R and CR.

TRAVEL EXPENSE REPORTS (TERS)

- The Office of Research and Sponsored Programs must approve all
 - TERS regardless of the amount on indexes beginning with 16, R and CR.