

<b>Memorial University of Newfoundland</b> <b>Schedule of Review and Signing Authority for Contractual Obligations</b>
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**Categories**

Academic  
 Acquisition of Products, Equipment, and Services  
 Advancement and Development  
 Financial/Legal  
 Human Resources  
 Property  
 Research  
 Student Services  
 IP, MOU's, Other

This Schedule is a companion document to the University's Contract Administration Policy. It indicates the positions(s) required to review and sign the respective contract. *Where there are multiple positions indicated, the most senior position will advise others of the appropriate signing authority.* In certain circumstances, delegation of signing authority may be by the person having signing authority. Any such delegation must be express, written delegation.

In the case of the Marine Institute, review and signing of most contracts is governed by its "Proposal Development and Contract Review Procedure" which forms part of its ISO 9000 registered Quality Management System.

For contracts pertaining to the Grenfell Campus which do not specifically require s.42 execution of documents by the Bursar (i.e., the Vice-President (Administration and Finance)), the Vice-President (Grenfell Campus) or appropriate delegate must review and sign. This Schedule will be reviewed once new governance structures and positions at the Grenfell Campus are finalized.

**ACADEMIC**

Document Description/Type	Review Required (Prior to Signature)	Signing Authority
Course and degree program offering agreements	Head, Dean or Director; Vice President (Academic) / Vice President (Research); General Counsel.	Vice President (Academic).
Non-degree course and program offering agreements	Head, Dean or Director; Vice-President (Academic); General Counsel.	Vice-President (Academic).
Contract training	Dean or Director or Division Head; General Counsel.	Dean or Director or Division Head; Vice President (as appropriate).
Academic testing agreements	Dean or Director or Division Head.	Dean or Director or Division Head appropriate to the area; Vice President (as appropriate).
Certification/accreditation agreements	Dean or Director or Division Head; Dean, School of Graduate Studies (as appropriate); Registrar; Vice President (Academic).	Dean or Director; Vice President (Academic).

Institutional affiliation agreements	Dean or Director; Dean, School of Graduate Studies; Registrar; Vice President (Academic); General Counsel.	Vice President (Academic).
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**ACQUISITION OF PRODUCTS, EQUIPMENT, AND SERVICES**

<b>Document Description/Type</b>	<b>Review Required</b>	<b>Signing Authority</b>
Concession agreements	Dean, Student Affairs and Services; General Counsel.	Director, Financial and Administration Services; Dean, Student Affairs & Services; Chair of the Board.
Purchase of goods or services	As per Purchasing Policy.	As per Purchasing Policy.
Supply and Service contracts (includes professional services and consulting)	As per Purchasing Policy.	As per Purchasing Policy.
License/franchise agreements	Dean or Director; General Counsel.	Dean or Director; Vice-President (as appropriate).
Consignment agreements	Dean or Director.	Dean or Director; Vice-President (as appropriate).
Loan/borrowing of products or equipment	Dean or Director or Division Head.	Dean or Director or Division Head; Vice-President (as appropriate).
Shared services agreements	Dean or Director or Division Head. General Counsel.	Dean or Director; Vice-President (as appropriate); President
Information technology projects	Dean or Director (as appropriate); Information Management Committee.	Vice-President (Academic) and Vice-President (Administration and Finance); Chair or Vice-Chair, Board of Regents (as appropriate).

**ADVANCEMENT AND DEVELOPMENT**

<b>Document Description/Type</b>	<b>Review Required</b>	<b>Signing Authority</b>
Donor agreements	Dean, if appropriate; Director, Alumni Affairs and Development.	Dean or Director; President.
Scholarship agreements	Manager, Scholarships; Dean or Director; Dean, School of Graduate Studies; Director, Alumni Affairs and Development; President.	Director, Alumni Affairs and Development; Dean, School of Graduate Studies; President.
Affinity agreements	Director, Alumni Affairs and Development.	Director, Alumni Affairs and Development; Vice-President (as appropriate).
Sponsorship agreements	Dean or Director or Division Head	Dean or Director or Division Head appropriate to the area; Vice-President (as appropriate).

**FINANCIAL / LEGAL**

<b>Document Description/Type</b>	<b>Review Required</b>	<b>Signing Authority</b>
Banking agreements	Director, Financial and Administrative Services.	Vice President (Administration and Finance);

		Director, Financial and Administrative Services.
Borrowing	Director, Financial and Administrative Services.	Director, Financial and Administrative Services; Vice President (Administration and Finance); Board Chair; MUN Act S40 (and by resolution of the Board).
Mortgages	Director, Financial and Administrative Services.	Director, Financial and Administrative Services; Vice President (Administration and Finance); Chair or Vice-Chair of Board; MUN Act S41 (and by resolution of the Board).
Short-term investments	Director, Financial and Administrative Services.	Director, Financial and Administrative Services; Vice President (Administration and Finance).
Investment trust funds	Director, Financial and Administrative Services; Investments Sub-Committee of the Board of Regents Finance Committee.	Director, Financial and Administrative Services; Vice President (Administration and Finance); Chair or Vice-Chair of Board.
Credit card agreements	Director, Financial and Administrative Services.	Director, Financial and Administrative Services; Vice President (Administration and Finance).
Settlement agreements arising from legal claims	Dean or Director as appropriate to the claim; General Counsel.	Appropriate Vice President; President.

### HUMAN RESOURCES

<b>Document Description/Type</b>	<b>Review Required</b>	<b>Signing Authority</b>
Independent contractor agreements	Director, Financial and Administrative Services; Office of the Chief Risk Officer; General Counsel.	Dean; Director appropriate to the subject area; Vice-President (as appropriate).
External secondment agreements (other than leaves of absence)	Dean; Director, Human Resources; Director, Faculty Relations.	Dean, Director or Vice President, or President (as appropriate).
Employee benefits	Manager, Pensions and Benefits; Director, Human Resources; Appropriate Board Committee or Sub-Committee, Board of Regents.	Director, Human Resources; Vice President (Administration and Finance); or Board Chair (as appropriate).
Investment agreements (i.e. pensions)	Manager, Benefits and Pensions; Director, Human Resources ; Appropriate Board Committee or Sub-Committee, Board of Regents.	Director, Human Resources; Vice President (Administration and Finance); or Board Chair.

**PROPERTY**

<b>Document Type/Description</b>	<b>Review Required</b>	<b>Signing Authority</b>
Acquisition of land	Associate Vice-President, Facilities; Vice President(Administration and Finance); General Counsel; President.	President and/or Vice President (Administration and Finance); Board Chair or Vice-Chair; Subject to s 4 of the MUN Act (and by resolution of the Board).
Acquisition or disposal of buildings (purchase, lease, donation, sale)	Associate Vice-President, Facilities ; Vice President (Administration and Finance); General Counsel; President.	President and/or Vice President (Administration and Finance); Board Chair or Vice-Chair; Subject to s 37 of the MUN Act (and by resolution of the Board).
Lease of space (on campus) (including bank machines)	Director, Operations and Maintenance; Vice President (Administration and Finance); General Counsel.	Vice President (Administration and Finance); President; Chair or Vice-Chair, Board of Regents.
Construction	Director, Engineering and Construction.	Associate Vice-President, Facilities and/or Vice President (Administration and Finance); Chair, Board of Regents.
Renovation	Director, Engineering and Construction.	Associate Vice-President, Facilities ; Vice-President (Administration and Finance).
Land use agreements	Director, Operations and Maintenance; Vice President (Administration and Finance); General Counsel.	President and/or Vice President (Administration and Finance); Board Chair or Vice-Chair.
Energy performance contracts (not involving financing)	Director, Engineering and Construction.	Vice President (Administration and Finance); President.

**RESEARCH**

	<b>Review Required</b>	<b>Signing Authority</b>
Clinical trials	Director, Research Grant & Contract Services.	Vice President (Research) or Director, Research Grant & Contract Services).
Research & development	Director, Research Grant & Contract Services.	Vice President (Research) or Director, Research Grant & Contract Services.
Applied research contracts	Director, Research Grant & Contract Services. Director, Strategic Institutional Research Initiatives. Director, Technology Transfer and Commercialization Office.	Vice President (Research) or Director, Research Grant & Contract Services or Director, Strategic Institutional Research Initiatives. Director, Technology Transfer and Commercialization Office.
Collaboration/participation agreements	Director, Research Grant & Contract Services; Director, Technology Transfer and Commercialization Office; Director, Harris Centre (as appropriate).	Vice President (Research) or Director, Research Grant & Contract Services; Director, Technology Transfer and Commercialization Office (as appropriate).
Sub-contractor agreements	Director, Research Grant & Contract Services.	Vice President (Research) or Director, Research Grant & Contract Services.

Funding agreements	Director, Research Grant & Contract Services; Director, Strategic Institutional Research Initiatives; Dean or Director (as appropriate).	Vice President (Research) or Director, Research Grant & Contract Services; Vice-President (as appropriate) where non-research.
Material transfer agreements	Director, Research Grant & Contract Services; Director, Technology Transfer and Commercialization Office.	Vice President (Research) or Director, Research Grant & Contract Services.
Intellectual property agreements	Vice President (Research); Director, Research Grant & Contract Services; Dean, School of Graduate Studies; Director, Technology Transfer and Commercialization Office.	Vice President (Research); Director, Technology Transfer and Commercialization Office (as appropriate).

### **STUDENT SERVICES**

<b>Document Description/Type</b>	<b>Review Required</b>	<b>Signing Authority</b>
Student exchange agreements	Registrar; Director, Financial and Administrative Services; Dean or Director; Dean, School of Graduate Studies; Vice President (Academic); General Counsel.	Vice President (Academic).
Student work, practicum, field or other placement agreements	Dean or Director or Division Head; Director, Co-operative Education; General Counsel.	Dean or Director; Director, Co-operative Education; Dean, Student Affairs & Services.
Agreements with student associations	General Counsel; Dean, Student Affairs & Services; Manager of Student Services (CB); Vice-President as appropriate.	Dean, Student Affairs & Services; President.
Housing agreements	Director, Student Housing; Manager, Student Services (Grenfell Campus); Dean, Student Affairs & Services; General Counsel.	Director, Student Housing; Dean, Student Affairs & Services.
Student Recruitment agent contracts	Director, Office of Student Recruitment; Dean appropriate to the area; Manager, Student Services (CB); General Counsel.	Director, Student Recruitment; Assoc. Vice President (Academic).

### **IP, MOUs, OTHER**

<b>Document Type/Description</b>	<b>Review Required</b>	<b>Signing Authority</b>
Memorandum of Understanding with other organizations	Dean or Director; General Counsel.	Dean or Director; Vice President or President (as appropriate).
International development projects	Vice President (Academic); Vice President (Research); General Counsel.	Vice President (Academic); Vice President (Research) and in appropriate cases, the President.

Knowledge/technology transfer agreements	Director, Research Grant & Contract Services; Director, Technology Transfer and Commercialization Office.	Director, Research Grant & Services or Vice President (Research).
Knowledge mobilization agreements	Dean or Director.	Dean or Director; Vice-President (as appropriate).
Intellectual property	Director, Research Grant & Contract Services; Director, Technology Transfer and Commercialization Office; Vice President (Research); Dean, School of Graduate Studies; Director, Faculty Relations; Director, Human Resources; General Counsel.	Dean or Director (as appropriate); Vice President (Research).
Patents, trademark or copyright agreements	Director, Marketing and Communications; Director, Faculty Relations; Director, Technology Transfer and Commercialization Office; General Counsel.	Dean; Director; Vice President (as appropriate).
Articulation agreements	Dean or Director; Registrar; General Counsel.	Vice-President (Academic).
Non-disclosure confidentiality agreements	Dean or Director.	Vice-President appropriate to the area

Contract Administration Policy & Schedule approved by Board of Regents: September 9, 2011

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