

# Signatory Authority Delegations

The President has granted signatory authority to Towson University vice presidents pursuant to the [Contract Execution Policy](#), who then may delegate their signatory authority to others under their supervision in order to increase the efficiency of the university's operations. This Signatory Authority Delegation matrix memorializes those delegations.

Only those positions with actual or delegated Signatory Authority per the matrix below are permitted to sign documents binding the university. Contracts exceeding the Dollar Limits specified herein for a designated position should be escalated to the next level of authorized signatory above them or to a vice president for signature pursuant to the Contract Execution Policy, and the party originating the contract request shall be required to sign in addition to signature of the next level of authorized signatory above them and/or pertinent authorized vice president. This authority applies to all contracts, agreements, memoranda of understanding, any written commitment to outgoing expenditures or incoming funds, or any document purporting to bind Towson University with another party, including those with no financial implications.

**Please note that when purchasing or acquiring goods and/or services (including purchase orders), the Procurement Department should be the first point of contact. For those agreements that are excluded per [USM](#) and [TU](#) policies and fall outside the scope of the Procurement Department, the Office of the General Counsel (OGC) can assist university departments and units with contract reviews. For those purchases which are Procurements per policy, they will be executed within the Procurement Department. All delegations only apply to those contracts which fall outside of the authority of the Procurement Department. For research-related contracts, your first point of contact should be the Office of Sponsored Programs and Research.**

If you have questions about best practices related to signatory authority delegations, please contact the Office of General Counsel before executing any document binding Towson University or refer to the [Contract Review, Signature Authority & Execution Frequently Asked Questions](#).

As a general business practice, primary negotiators should not sign their own contracts.

Division	Office	Position/Title	Dollar Limit
<b>Executive Division</b>			
	Athletics	Deputy Athletic Director	\$25,000
		Senior Woman Administrator	\$25,000
		Associate Athletic Director for Financial Management	\$10,000
	Office of Inclusion and Institutional Equity	Director, Accessibility & Disability Services	\$10,000
<b>Academic Affairs</b>			
	Office of the Provost	Vice Provost	\$500,000
		Associate Provost for Academic Resources & Planning	\$25,000

		Associate Provost of Research and Dean of Graduate Studies (APR&D)	\$25,000
	College of Business and Economics	Dean	\$50,000
	College of Education	Dean	\$50,000
	Fisher College of Science and Mathematics	Dean	\$50,000
	College of Fine Arts & Communication	Dean	\$50,000
		Director of the Holtzman and Center for the Arts Galleries	\$50,000
		Curator of the Holtzman and Center for the Arts Galleries <b>(Signature Authority is limited to Exhibition/Gallery Loan Agreements only; must also get additional approvals from Dean and Provost)</b>	
	College of Health Professions	Dean	\$50,000
	College of Liberal Arts	Dean	\$50,000
	University Libraries	Dean	\$50,000
	Office of Sponsored Programs and Research  <b>(Signature authority extends to proposal submissions.)</b>	Assistant Vice President	\$300,000
		Associate Director for Pre-Award	\$150,000
		Assistant Director for Post-Award	\$150,000
		Grants & Contracts Administrator	\$50,000
	International Initiatives	Assistant Vice President	\$25,000
	Study Abroad & Study Away	Director	\$10,000
<b>Administration &amp; Finance</b>			
	Administration and Finance	Associate Vice President	\$50,000
	Financial Affairs	Associate Vice President	\$50,000
	OTS	Associate Vice President & CIO	\$50,000
	Public Safety	Director of Public Safety & Chief of Police	\$10,000
	Procurement	Director	Per statutory limitations
		Associate Director	\$500,000
<b>Strategic Partnerships and Applied Research (SPAR)</b>			
	Division of Strategic Partnerships & Applied Research	Associate Vice President, Operations	\$50,000

		Executive Director of Entrepreneurship	\$10,000
		Executive Director, The Dr. Nancy Grasmick Leadership Institute	\$10,000
		Executive Director, Osher Lifelong Learning Institute	\$10,000
		Executive Director, Office of Partnerships and Outreach	\$10,000
		Director, Communications and Events	\$10,000
		Director, Continuing & Professional Studies	\$10,000
<b>Student Affairs</b>			
	Dean of Students	Associate Vice President for Student Affairs and Dean of Students	\$50,000
	Campus Life	Assistant Vice President	\$25,000
	Campus Recreation	Director	\$10,000
	Career Center	Assistant Vice President Career Services, Liaison to Division of Strategic Partnerships & Applied Research	\$25,000
	Counseling Center	Director	\$10,000
	Event & Conferences Services	Director	\$150,000
	Fraternity and Sorority Life	Director	\$10,000
	Health Center	Director	\$10,000
	Housing and Residence Life	Assistant Vice President of Student Affairs, Residence Life	\$25,000
		Director, Housing Operations	\$10,000
		Director of Residence Life	\$10,000
		Associate Director	\$5,000
		Assistant Director	\$5,000
	New Student Programs	Director	\$10,000
	Office of Student Activities	Director	\$10,000
	Student Conduct & Civility Education	Director	\$10,000
	TU Northeast (TUNE) Student Support	Director	\$10,000
	Military & Veterans Center	Director	\$10,000
<b>Enrollment Management</b>			
		Assistant Vice President	\$25,000
<b>University Advancement</b>			
	Development	Associate Vice President	\$50,000
	Promotions & Events	Assistant Vice President	\$25,000
<b>Operations and Human Resources</b>			
		Associate Vice President	\$50,000

	Assistant Vice President	\$25,000
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