



## Delegation of Authority Policy Sub-Delegations: Contracts and Items not Related to General Procurement

Last Updated: 08/19/2025

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Category / Subcategory	Approvals Required <sup>1</sup>	Authorized to Sign/Execute	Authorized (Title)	Authorized (Name)	Sub-Delegations			
					Delegate (Name)	Delegate (Title)	Additional Dollar Restriction	Other Restrictions
Academic affiliation agreements								
	Provost & VC for Academic Affairs <sup>2</sup>	Provost	Cybele Raver	Camilla Benbow	Dean, Peabody College of Education and Human Development	None	Peabody field experience agreements only	
				Donald Brady	Senior Associate Dean, Health Sciences Education	None	School of Medicine field experience agreements only	
				Doug Christiansen	Vice Provost for University Enrollment Affairs	None	Admissions and recruitment agreements only	
				Allie Agati	Senior Director, International Experiences & Global Learning	None	Course development agreements and study abroad for department or school-based programs (renewals and addendums to existing agreements only)	
				Tracey George	Vice Provost for Faculty Affairs & Professional Education	None	None	
				Chris Guthrie	Dean, School of Law	None	Law field experience agreements only	
				Pam Jeffries	Dean, School of Nursing	None	School of Nursing field experience agreements only	
				Joshua Faucett	Assistant Dean, Clinical Affairs, School of Nursing	None	School of Nursing field experience agreements only	
				John Kuriyan	Dean of Basic Sciences, School of Medicine	None	School of Medicine field experience agreements only	
				Bennett Landman	Department Chairperson, Electrical and Computer Engineering	None	VALIENT agreements only'	
				Timothy McNamara	Interim Dean, Arts & Science	None	A&S field experience agreements only	
				Yolanda Pierce	Dean, Divinity School	None	Divinity field experience agreements only	
				Melissa Rose	Dean, Blair School of Music	None	Blair field experience agreements only	
				Krish Roy	Dean, Engineering School	None	Engineering field experience agreements only	
				Tom Steenburgh	Dean, Owen Graduate School of Management	None	Owen field experience agreements only	
Tiffany Tung	Vice Provost for Undergraduate Education	None	Course development agreements and study abroad for department or school-based programs					
Richard Willis	Senior Associate Dean for the Faculty	None	Owen field experience agreements only					
Alcohol Permits								
Applications submitted to state and local governments to sell alcohol at university events	VC for Development and Alumni Relations <b>and</b> Vice Chancellor, General Counsel & University Secretary <sup>3</sup> <b>and</b> Applicable general officer <sup>4</sup>	Applicable general officer <sup>4</sup>	Chancellor	Daniel Diermeier	No Delegate	N/A	None	None
			General Counsel	Ruby Shellaway	Michelle Tellock	Deputy General Counsel	None	None
			Provost	Cybele Raver	Megan Sargent (interim)	Associate Vice Chancellor & Chief of Staff	None	None
			VC for Administration	Darren Reisberg	David Ter Kuile	Assoc Vice Chancellor, Auxiliary Services	None	None
			VC for Development & Alumni Relations	John Lutz	No delegate	N/A	None	None
			VC for Finance and Information Technology & CFO <sup>8</sup>	Brett Sweet	No delegate	N/A	None	None
			VC for Investments	Anders Hall	No delegate	N/A	None	None
			VC for Communications	Steve Ertel	Catherine Kozak	Communications Chief of Staff	None	None
			VC for Government and Community Relations	Nathan Green	No delegate	N/A	None	None
			VC for Facilities and Real Estate	Brett Sweet (interim)	No delegate	N/A	None	None
			VC for People Culture & Belonging	Sydney Savion	No delegate	N/A	None	None
			VC for University Affairs	Candice Lee	No delegate	N/A	None	None
			Athletic matters					
Routine agreements with other colleges and universities for athletic contests	VC for University Affairs & Athletics Director <sup>5</sup>		VC for University Affairs	Candice Lee	No Delegate	N/A	N/A	N/A
Bowl and television contracts	VC for University Affairs		VC for University Affairs	Candice Lee	No Delegate	N/A	N/A	N/A
Contracts with head coaches	Chancellor	VC for University Affairs	Chancellor	Daniel Diermeier	No Delegate	N/A	N/A	N/A
			VC for University Affairs	Candice Lee	No Delegate	N/A	N/A	N/A
Routine sponsorship agreements	VC for University Affairs		VC for University Affairs	Candice Lee	Ashley Horsley	Sr. Administrative Officer	N/A	N/A
Agreements for publication of athletic game programs and other promotional materials	VC for University Affairs		VC for University Affairs	Candice Lee	Ashley Horsley	Sr. Administrative Officer	None	None
Revenue share agreements with student-athletes	VC for University Affairs <b>and</b> CEO of Vanderbilt Enterprises	VC for University Affairs	CEO of Vanderbilt Enterprises	Markus Scheyer	No Delegate	N/A	N/A	N/A
			VC for University Affairs	Candice Lee	Earl Bennett	Executive GM	None	None
Board appointments								
Appointment (as board member, advisor, etc.) to boards of for-profit University-owned or University-invested companies	Chancellor	N/A - internal process	Chancellor	Daniel Diermeier	No Delegate	N/A	N/A	N/A

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					Delegate (Name)	Delegate (Title)	Additional Dollar Restriction	Other Restrictions

**Board of Trust Minutes Preparation<sup>6</sup>**

	General Counsel <sup>7</sup>	N/A - internal process	General Counsel	Ruby Shellaway	Dawn Turton	Secretary to the Board of Trust (interim)	N/A	N/A
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**Capital projects and capital equipment**

Approval for acquisition, construction, design, renovation, etc.	• All – Applicable general officer <sup>4</sup> <b>and</b> Vice Chancellor for Real Estate, Facilities & Development • \$1,000,000 or more - Chancellor	Vice Chancellor for Real Estate, Facilities & Development	Chancellor	Daniel Diermeier	Dawn Turton	Chief of Staff	Less than \$1,000,000	Projects funded by Office of the Chancellor only
			General Counsel	Ruby Shellaway	Darryl Lunon	Senior Counsel to the General Counsel	Less than \$1,000,000	None
			Provost	Cybele Raver	Mult.	School Chief Business Officers	Less than \$1,000,000	Each business officer may only approve projects funded by the school they support
			VC for Real Estate, Facilities and Development	Brett Sweet (interim)	Kurt Shepherd	Assistant VC for Finance	Less than \$1,000,000	Projects funded by Vice Provost areas only
					Ashley Thompson	Chief Business Officer, Housing	Less than \$1,000,000	Projects funding by Housing only
					Alex Kohnen	Associate VC and Chief Facilities Officer	Less than \$500,000	Approval for Facilities projects only; may <u>sign</u> any contract with applicable approvals
					Matt Riethmiller	Asst VC of Planning, Design & Construction	Less than \$250,000	Facilities projects only; may <u>sign</u> any contract with applicable approvals up to \$500k
					Margaret Emley	Executive Director, Real Estate	Less than \$250,000	Real Estate projects only; sub-delegating approval only, <u>not</u> signature authority
			VC for Development & Alumni Relations	John Lutz	No Delegate	N/A	N/A	N/A
			VC for Finance & IT	Brett Sweet	Dalana Robertson	Controller	Less than \$250,000	None
					Eric Bymaster	Associate Vice Chancellor for Finance	Less than \$250,000	None
			VC for Administration	Darren Reisberg	David Ter Kuile	Assoc Vice Chancellor, Auxiliary Services	Less than \$250,000	None
			VC for Investments	Anders Hall	Bart Brunk	Chief Operating Officer, Office of Investments	Less than \$250,000	None
			VC for Communications	Steve Ertel	Catherine Kozak	Communications Chief of Staff	Less than \$250,000	None
			VC for Government and Community Relations	Nathan Green	No Delegate	N/A	N/A	N/A
			VC for People Culture & Belonging	Sydney Savion	No Delegate	N/A	N/A	N/A
			VC for University Affairs	Candice Lee	No Delegate	N/A	N/A	N/A

**Certification and attestation of signatures and documents and use of University seal**

Certification and attestation of signatures and documents	General Counsel	General Counsel	Ruby Shellaway	No delegate	N/A	None	None
Use of University seal	General Counsel	General Counsel	Ruby Shellaway	Michelle Tellock	Deputy General Counsel	N/A	N/A

**Charitable contributions**

Approval of charitable contributions by Vanderbilt (prior to commitment)	• All – Applicable general officer <sup>4</sup> • \$25,000 or more - Chancellor	Applicable general officer <sup>4</sup>	Chancellor	Daniel Diermeier	John Lutz	Vice Chancellor for Development & Alumni Relations	Less than \$2,000,000	Only when funding source is a gift
			General Counsel	Ruby Shellaway	No Delegate	N/A	N/A	N/A
			Provost	Cybele Raver	Kurt Shepherd	Assistant Vice Chancellor for Finance	None	None
			VC for Administration	Darren Reisberg	No Delegate	N/A	N/A	Student organization donations only
			VC for Finance & IT	Brett Sweet	No Delegate	N/A	N/A	N/A
			VC for Investments	Anders Hall	No Delegate	N/A	N/A	N/A
			VC for Communications	Steve Ertel	No Delegate	N/A	N/A	N/A
			VC for Facilities and Real Estate	Brett Sweet (interim)	No delegate	N/A	None	None
			VC for Government and Community Relations	Nathan Green	Sally Parker	Associate VC for Strategy and Operations	Less than \$20,000	N/A
			VC for People Culture & Belonging	Sydney Savion	No Delegate	N/A	N/A	N/A
			VC for University Affairs	Candice Lee	No Delegate	N/A	N/A	N/A

**Confidentiality and non-disclosure agreements**

	General Counsel	Applicable general officer <sup>4</sup>	General Counsel	Ruby Shellaway	Any Office of the General Counsel Attorney		N/A	N/A
	(Review not required if standard templates are used that have been approved by Office of General Counsel)				Sub-delegations by applicable general officers to be documented and retained on file by general officer			

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Category / Subcategory	Approvals Required <sup>1</sup>	Authorized to Sign/Execute	Authorized (Title)	Authorized (Name)	Sub-Delegations			
					Delegate (Name)	Delegate (Title)	Additional Dollar Restriction	Other Restrictions
Donor agreements - Gifts, bequests, etc.								
Split interest agreements (e.g., trusts, annuities)	VC for Development & Alumni Relations	VC for Development & Alumni Relations	John Lutz	Gena Cobble	Chief of Staff and Assoc. VC for Finance & Business Services	N/A	N/A	
Other agreements or documents related to gifts and estates	Applicable general officer <sup>4</sup>	Chancellor	Daniel Diermeier	No Delegate	N/A	N/A	N/A	
		General Counsel	Ruby Shellaway	No Delegate	N/A	N/A	N/A	
		Provost	Cybele Raver	No Delegate	N/A	N/A	N/A	
		VC for Administration	Darren Reisberg	No Delegate	N/A	N/A	N/A	
		VC for Development & Alumni Relations	John Lutz	Gena Cobble	Chief of Staff and Assoc. VC for Finance & Business Services	None	N/A	
			Susan Hart	Director of Trust and Estate Administration	None	Non-gift agreement documents only		
		VC for Finance & IT	Brett Sweet	No Delegate	N/A	N/A	N/A	
		VC for Investments	Anders Hall	No Delegate	N/A	N/A	N/A	
		VC for Communications	Steve Ertel	No Delegate	N/A	N/A	N/A	
		VC for Government and Community Relations	Nathan Green	No Delegate	N/A	N/A	N/A	
		VC for Facilities and Real Estate	Brett Sweet (interim)	No Delegate	N/A	None	None	
		VC for People Culture & Belonging	Sydney Savion	No Delegate	N/A	N/A	N/A	
	VC for University Affairs	Candice Lee	No Delegate	N/A	N/A	N/A		
Securities acquired by gift	As per Securities resolution dated Nov. 2012	See Securities resolution						

**Endowment asset transactions**

Securities	As per Securities resolution dated Nov. 2012				See Securities resolution			
All other endowment transactions (e.g., agreements with investment managers, actions on proxies)	VC for Investments	VC for Investments	Anders Hall	Bart Brunk	Chief Operating Officer, Office of Investments	None	None	

**Facilities use/rental by outside organizations where Vanderbilt is the lessor or sub-lessor**

Non-athletic Vanderbilt facilities	Applicable general officer <sup>4</sup>	Provost	Cybele Raver	Megan Sargent	Associate VC & Chief of Staff	None	None	
				Lauren Kysar	Financial Officer, Dean of Students	less than \$100,000	Student Centers only	
				Kurt Shepherd	Assistant Vice Chancellor for Finance	None	None	
				Clayton Arrington	Senior Director, Dean of Students	less than \$3,000	Student Centers only	
				Jane Zubulake	Chief Business Officer, SOM/SON	less than \$10,000	School of Nursing only	
				Bonnie Bielec	Director of Finance and Administration, Vanderbilt Law School	less than \$10,000	Law School only	
				Kathryn Dudley	Chief Business Officer	less than \$100,000	Blair School only	
		General Counsel	Ruby Shellaway	No Delegate	N/A	N/A	With approval of appropriate attorney	
		VC for Administration	Darren Reisberg	David ter Kuile	Associate VC, Auxiliary Services	None	None	
				Suzanne Shaw	Sr. Director of Conferences & Events	less than \$50,000	Conferences & Events only	
		VC for Facilities and Real Estate	Brett Sweet (interim)	Margaret Emley	Director, Facilities Real Estate	None	None	
				Alex Kohnen	Associate VC and Chief Facilities Officer	None	None	
		VC for Development & Alumni Relations	John Lutz	No Delegate	N/A	N/A	N/A	
		VC for Investments	Anders Hall	No Delegate	N/A	N/A	N/A	
		VC for Finance and CFO	Brett Sweet	No Delegate	N/A	None	None	
		VC for Communications	Steve Ertel	No Delegate	N/A	N/A	N/A	
		VC for Government and Community Relations	Nathan Green	Roscoe Alvey	Director, Dyer Observatory	None	Dyer Observatory	
		VC for People Culture & Belonging	Sydney Savion	No Delegate	N/A	N/A	N/A	
		VC for University Affairs	Candice Lee	No Delegate	N/A	N/A	N/A	
Vanderbilt athletic facilities	VC for University Affairs	VC for University Affairs	Candice Lee	Ashley Horsley	Sr. Administrative Officer	N/A	Includes authority to sign seat agreements	



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## Financial matters

Grant receivable write-offs and transfers to collection agencies	VC for Finance & Information Technology & CFO <sup>6</sup>		VC for Finance & IT	Brett Sweet	Dalana Robertson	Controller	Less than \$250,000	None
Student receivable write-offs and transfers to collection agencies	VC for Finance & IT		VC for Finance & IT	Brett Sweet	Dalana Robertson	Controller	Less than \$50,000	None
Payroll/benefit receivable write-offs and transfers to collection agencies	• All – VC for People Culture & Belonging • \$250,000 or more – VC for Finance & IT	VC for People, Culture & Belonging	VC for Finance & IT	Brett Sweet	No Delegate	N/A	N/A	N/A
			VC for People, Culture & Belonging	Sydney Savion	No Delegate	N/A	N/A	N/A
Pledges receivable write-offs	• All – VC for Development & Alumni Relations • \$250,000 or more – VC for Finance & IT	VC for Development & Alumni Relations	VC for Development & Alumni Relations	John Lutz	Gena Cobble	Chief of Staff and Assoc. VC for Finance & Business Services	None	None
			VC for Finance & IT	Brett Sweet	No Delegate	N/A	N/A	N/A
Other receivable write-offs and transfers to collection agencies (e.g., Greek	VC for Finance & IT		VC for Finance & IT	Brett Sweet	Dalana Robertson	Controller	Less than \$50,000	None
Bank account creation/closure – endowment	VC for Investments See also Foreign Bank Accounts resolution dated Feb. 2010		VC for Investments	Anders Hall	Bart Brunk	Chief Operating Officer, Office of Investments	None	None
Bank account creation/closure – non-endowment	VC for Finance & IT See also Foreign Bank Accounts resolution dated Feb. 2010		VC for Finance & IT	Brett Sweet	Eric Bymaster	Associate Vice Chancellor for Finance	None	None
Capital Leases	• All – VC for Finance & IT • \$1,000,000 or more – Chancellor	VC for Finance & IT	VC for Finance & IT	Brett Sweet	No Delegate	N/A	N/A	N/A
Release of funds	As per Release of Funds resolutions dated November 2013		See Release of Funds resolution					
Credit card applications in the name of Vanderbilt University or any of its organizational entities, divisions or departments	VC for Finance & IT		VC for Finance & IT	Brett Sweet	Eric Bymaster	Associate Vice Chancellor for Finance	None	None
Currency hedging	VC for Finance & IT		VC for Finance & IT	Brett Sweet	No Delegate	N/A	N/A	N/A
Guaranty and loan agreements	VC for Finance & IT		VC for Finance & IT	Brett Sweet	No Delegate	N/A	N/A	N/A
Emergency loans								
Students	• All – Provost • \$1,000 or more – Chancellor	Provost	Provost	Cybele Raver	G.L. Black	Dean of Students	Up to \$10,000	N/A
Faculty	• All – Provost • \$5,000 or more – Chancellor	Provost	Provost	Cybele Raver	Tracey George	Vice Provost for Faculty Affairs	Up to \$10,000	N/A
Lines or letters of credit with banking institutions	VC for Finance & IT		VC for Finance & IT	Brett Sweet	No Delegate	N/A	N/A	N/A
Lockboxes, ATMs, armored transport, etc.	VC for Finance & IT		VC for Finance & IT	Brett Sweet	Eric Bymaster	Associate Vice Chancellor for Finance	None	None
Payroll-related federal tax returns and other regulatory documents (e.g., IRS 941, 1042, TN Workers Comp & Unemployment)	VC for People, Culture & Belonging		VC for People, Culture & Belonging	Sydney Savion	Cleo Rucker	Chief Human Resources Officer	N/A	None
Non-payroll related tax and customs documents (e.g., 990 and 990-T, state sales and federal excise tax exemptions, customs documents for imports, etc.)	VC for Finance & IT		VC for Finance & IT	Brett Sweet	Johnathan Shaw	Director, Tax	None	All tax forms <u>except</u> federal 990s and 990-Ts for VU
					Wes Cothron	Sr. Manager, Tax	None	Sales tax, business tax, and property tax filings only
					Dalana Robertson	Controller	None	All tax forms <u>except</u> federal 990s and 990-Ts for VU
					Roger Herndon	Director, Purchasing Services	None	None
Unclaimed property reports	VC for Finance & IT		VC for Finance & IT	Brett Sweet	Dalana Robertson	Controller	None	None
					Roger Herndon	Director, Purchasing Services	None	None

## Governmental documents required by foreign nationals to teach, study or work at Vanderbilt (e.g., immigration forms for US Department of Labor, US Department of Homeland Security, US Department of State and related immigration agencies)

Vanderbilt-sponsored persons in F-1 and J-1 status (i.e., international students and scholars)	Provost	Provost	Cybele Raver	Julie Wilbers	Director	None	None
				Andrea Pietrzyk	Assistant Director	None	None
				Jillian Hautman	Assistant Director	None	None
				Kellie Mahoney	Student Advisor	None	None
				Radhika Reddy	SEVIS Manager	None	None
Employment and other related immigration matters including visas	VC for People, Culture & Belonging	VC for People, Culture & Belonging	Sydney Savion	Applicable Direct Manager	N/A	None	Form I-983 only; the direct manager is the impacted individual's line manager as documented in Oracle
				Cleo Rucker	Chief Human Resources Officer	None	None
				Jennifer Rauch	Employee Immigration Services Manager	None	None



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Human resource matters									
Collective bargaining agreements	VC for People, Culture & Belonging		VC for People, Culture & Belonging	Sydney Savion	Cleo Rucker	Chief Human Resources Officer	N/A	For MOUs ONLY (not agreement itself)	
Deferred compensation plans impacting multiple employees	Chancellor	VC for People, Culture & Belonging	Chancellor	Daniel Diermeier	No Delegate	N/A	N/A	N/A	
		VC for People, Culture & Belonging	VC for People, Culture & Belonging	Sydney Savion	No Delegate	N/A	N/A	N/A	
Employee fringe benefit contracts	Chancellor <b>and</b> VC for People, Culture & Belonging <b>and</b> VC for Finance & IT	VC for People, Culture & Belonging	Chancellor	Daniel Diermeier	No Delegate	N/A	N/A	N/A	
			VC for People, Culture & Belonging	Sydney Savion	Cleo Rucker	Chief Human Resources Officer	Less than \$100,000	None	
			VC for Finance & IT	Brett Sweet	No Delegate	N/A	N/A	N/A	
Other non-financial HR-related agreements, including employee fringe benefit transactions and documents, e.g., proxies for voting shares held in the retirement plan, non-financial amendments to benefit contracts, IRS Form 5500, subrogation issues under Vanderbilt health plans	VC for People, Culture & Belonging		VC for People, Culture & Belonging	Sydney Savion	Cleo Rucker	Chief Human Resources Officer	Less than \$50,000		
Recruiter contracts	VC for People, Culture & Belonging		VC for People, Culture & Belonging	Sydney Savion	Cleo Rucker	Chief Human Resources Officer	Less than \$100,000	None	
Sign-on bonuses	Applicable general officer <sup>4</sup>		Chancellor	Daniel Diermeier	Dawn Turton	Chief of Staff	N/A	None	
			Provost	Cybele Raver	Kurt Shepherd	Assistant VC for Finance	N/A	Schools only; Non-faculty signing bonuses that are less than 8% of recipient's annual salary only	
					Megan Sargent (interim)	Associate VC & Chief of Staff	N/A	Provost/Vice Provost areas only; Non-faculty signing bonuses that are less than 8% of recipient's annual salary only	
			General Counsel	Ruby Shellaway	No Delegate	N/A	N/A	N/A	
			VC for Administration	Darren Reisberg	No Delegate	N/A	N/A	N/A	
			VC for Development & Alumni Relations	John Lutz	Gena Cobble	Chief of Staff and Assoc. VC for Finance & Business Services	N/A	N/A	
			VC for Finance & CFO	Brett Sweet	No Delegate	N/A	N/A	N/A	
			VC for Investments	Anders Hall	No Delegate	N/A	N/A	N/A	
			VC for Communications	Steve Ertel	Catherine Kozak	Communications Chief of Staff	N/A	N/A	
			VC for Government and Community Relations	Nathan Green	Sally Parker	Associate VC for Strategy and Operations	N/A	N/A	
			VC for Facilities and Real Estate	Brett Sweet (interim)	No Delegate	N/A	None	None	
			VC for People Culture & Belonging	Sydney Savion	No Delegate	N/A	N/A	N/A	
			VC for University Affairs	Candice Lee	Ena Patel	Chief of Staff	N/A	N/A	
				Daniel Diermeier	No Delegate	N/A	N/A	N/A	
				Provost	Cybele Raver	Megan Sargent	Associate Vice Chancellor & Chief of Staff	None	Faculty retirement incentive plan agreements only
			All other agreements with individual employees, including deferred compensation plans impacting one employee	VC for People, Culture & Belonging	Applicable general officer <sup>4</sup>	General Counsel	Ruby Shellaway	No Delegate	N/A
VC for Administration	Darren Reisberg	No Delegate				N/A	N/A	N/A	
VC for Development & Alumni Relations	John Lutz	No Delegate				N/A	N/A	N/A	
VC for Finance & CFO	Brett Sweet	No Delegate				N/A	N/A	N/A	
VC for Investments	Anders Hall	No Delegate				N/A	N/A	N/A	
VC for Communications	Steve Ertel	No Delegate				N/A	N/A	N/A	
VC for Facilities and Real Estate	Brett Sweet (interim)	No delegate				N/A	None	None	
VC for Government and Community Relations	Nathan Green	No Delegate				N/A	N/A	N/A	
VC for People Culture & Belonging	Sydney Savion	No Delegate				N/A	N/A	N/A	
VC for University Affairs	Candice Lee	Ashley Horsley				Sr. Administrative Officer	N/A	N/A	
	Daniel Diermeier	No Delegate				N/A	N/A	N/A	
Retirement plan oversight committee appointments	Chancellor					Chancellor			



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					Delegate (Name)	Delegate (Title)	Additional Dollar Restriction	Other Restrictions

## Insurance

General liability insurance settlements	General Counsel	General Counsel	Ruby Shellaway	Darryl Lunon	Senior Counsel to the General Counsel	Less than \$25,000	N/A
Applications and binding agreements for non-benefit types of insurance	General Counsel	General Counsel	Ruby Shellaway	G.L. Black	Vice Provost of Student Affairs and Dean of Students	N/A	Student Health Insurance Plan only
				Dawn Riddle	Director, Risk Management	N/A	N/A
Other insurance-related agreements and attestations for non-benefit types of insurance	General Counsel	General Counsel	Ruby Shellaway	Dawn Riddle	Director, Risk Management	N/A	N/A

## Investments (non-endowment-related)

Investments in new entities - Any new (non-follow on) university investment (financial or non-financial, including reputation) into of financial guarantee of an entity, including joint ventures, utilizing or impacting university financial or non-financial resources	Chancellor and VC for Finance & IT and General Counsel and Applicable General Officer	Applicable general officer <sup>4</sup>	Chancellor	Daniel Diermeier	No Delegate	N/A	N/A	N/A
			General Counsel	Ruby Shellaway	No Delegate	N/A	N/A	N/A
			Provost	Cybele Raver	No Delegate	N/A	N/A	N/A
			VC for Administration	Darren Reisberg	No Delegate	N/A	N/A	N/A
			VC for Development & Alumni Relations	John Lutz	No Delegate	N/A	N/A	N/A
			VC for Finance & IT	Brett Sweet	Eric Bymaster	Associate Vice Chancellor for Finance	N/A	N/A
			VC for Investments	Anders Hall	No Delegate	N/A	N/A	N/A
			VC for Facilities and Real Estate	Brett Sweet (interim)	No Delegate	N/A	None	None
			VC for Communications	Steve Ertel	No Delegate	N/A	N/A	N/A
			VC for Government and Community Relations	Nathan Green	No Delegate	N/A	N/A	N/A
			VC for People Culture & Belonging	Sydney Savion	No Delegate	N/A	N/A	N/A
			VC for University Affairs	Candice Lee	No Delegate	N/A	N/A	N/A
Investments in existing affiliates - Any investment (financial or non-financial, including reputation) into, financial guarantee of, or divestment out of (sale) existing affiliates of the university, either wholly-owned or joint ventures	Up to \$1,000,000 – Applicable general officer <sup>4</sup> \$1,000,000 or more – Chancellor	Applicable general officer <sup>4</sup>	Chancellor	Daniel Diermeier	No Delegate	N/A	N/A	N/A
			General Counsel	Ruby Shellaway	No Delegate	N/A	N/A	N/A
			Provost	Cybele Raver	No Delegate	N/A	N/A	N/A
			VC for Administration	Darren Reisberg	No Delegate	N/A	N/A	N/A
			VC for Development & Alumni Relations	John Lutz	No Delegate	N/A	N/A	N/A
			VC for Finance & CFO	Brett Sweet	No Delegate	N/A	N/A	N/A
			VC for Investments	Anders Hall	No Delegate	N/A	N/A	N/A
			VC for Communications	Steve Ertel	No Delegate	N/A	N/A	N/A
			VC for Facilities and Real Estate	Brett Sweet (interim)	No Delegate	N/A	None	None
			VC for Government and Community Relations	Nathan Green	No Delegate	N/A	N/A	N/A
			VC for People Culture & Belonging	Sydney Savion	No Delegate	N/A	N/A	N/A
			VC for University Affairs	Candice Lee	No Delegate	N/A	N/A	N/A



## Delegation of Authority Policy Sub-Delegations: Contracts and Items not Related to General Procurement

Last Updated: 08/19/2025

**IMPORTANT NOTES:** Unless additional sub-delegation restrictions are indicated in this document, sub-delegates inherit the same authority (and restrictions) as the person making the sub-delegation. Also, unless otherwise noted in this document, sub-delegates are not authorized to further delegate their authority; i.e., all sub-delegations of authority must be specifically identified and included in this document to be valid.

Category / Subcategory	Approvals Required <sup>1</sup>	Authorized to Sign/Execute	Authorized (Title)	Authorized (Name)	Sub-Delegations			
					Delegate (Name)	Delegate (Title)	Additional Dollar Restriction	Other Restrictions
Legal matters	Vanderbilt faculty and staff settlement, severance and workers compensation agreements	• All - VC for People, Culture & Belonging <b>and</b> General Counsel <b>and</b> applicable general officer <sup>4</sup> • \$1,000,000 or more – Chancellor	Applicable General Officer	Chancellor	Daniel Diermeier	No Delegate	N/A	N/A
			General Counsel	Ruby Shellaway	Michelle Tellock	Deputy General Counsel	Less than \$25,000	None
			Provost	Cybele Raver	Tracey George	Vice Provost for Faculty Affairs	Less than \$250,000	None
			VC for Administration	Darren Reisberg	No Delegate	N/A	None	None
			VC for Development & Alumni Relations	John Lutz	No Delegate	N/A	N/A	N/A
			VC for Finance & IT	Brett Sweet	No Delegate	N/A	N/A	N/A
			VC for Investments	Anders Hall	No Delegate	N/A	N/A	N/A
			VC for Communications	Steve Ertel	No Delegate	N/A	N/A	N/A
			VC for Government and Community Relations	Nathan Green	No Delegate	N/A	N/A	N/A
			VC for Facilities and Real Estate	Brett Sweet (interim)	No Delegate	N/A	None	None
			VC for People Culture & Belonging	Sydney Savion	No Delegate	N/A	N/A	N/A
			VC for University Affairs	Candice Lee	No Delegate	N/A	N/A	N/A
			VC for People Culture & Belonging	Sydney Savion	No Delegate	N/A	N/A	N/A
			General Counsel	Ruby Shellaway	Michelle Tellock	Deputy General Counsel	N/A	N/A
Non-financial settlements related to equal opportunity, affirmative action and disability claims	VC for People, Culture & Belonging <b>and</b> General Counsel	VC for People, Culture & Belonging	General Counsel	Ruby Shellaway	Michelle Tellock	Deputy General Counsel	N/A	N/A
Documents incidental to litigation	General Counsel	General Counsel	General Counsel	Ruby Shellaway	Any Office of General Counsel attorney		None	None
All other legal matters (e.g., non-employee settlements, cases pending with governmental agencies, all arrangements with outside counsel, etc.)	• All - General Counsel <b>and</b> applicable general officer <sup>4</sup> • \$1,000,000 or more – Chancellor	General Counsel	Chancellor	Daniel Diermeier	No Delegate	N/A	N/A	N/A
			General Counsel	Ruby Shellaway	No Delegate	N/A	N/A	N/A
			Provost	Cybele Raver	Tracey George	Vice Provost for Faculty Affairs	N/A	Faculty and student settlements only
			VC for Administration	Darren Reisberg	No Delegate	N/A	N/A	N/A
			VC for Development & Alumni Relations	John Lutz	No Delegate	N/A	N/A	N/A
			VC for Finance & IT	Brett Sweet	No Delegate	N/A	N/A	N/A
			VC for Investments	Anders Hall	No Delegate	N/A	N/A	N/A
			VC for Communications	Steve Ertel	No Delegate	N/A	N/A	N/A
			VC for Facilities and Real Estate	Brett Sweet (interim)	No Delegate	N/A	None	None
			VC for Government and Community Relations	Nathan Green	No Delegate	N/A	N/A	N/A
			VC for People Culture & Belonging	Sydney Savion	No Delegate	N/A	N/A	N/A
			VC for University Affairs	Candice Lee	No Delegate	N/A	N/A	N/A

### Procurement

General procurement contracts/agreements committing VU to the procurement of non-capitalized equipment and equipment leases, goods and services (e.g., maintenance, consultants, speakers, professional trades), excluding types of contracts and agreements specified elsewhere in Exhibit 2 of policy (See Financial Matters-Capital leases for policy related to capital leases.) Note: pricing agreements, contracts that do not create a take-or-pay legal purchasing liability for the university, and purchasing contract amendments that do not impact the financial terms of the original agreement do not require the approvals of this section.	See separate General Procurement sub-delegations							
Construction and renovation contracts related to university buildings	VC for Facilities and Real Estate	VC for Facilities and Real Estate	Brett Sweet (interim)	Alex Kohnen	Associate VC and Chief Facilities Officer	Less than \$500,000	None	
Speaker fees and honorariums	• \$20,000 and less - Applicable departmental business officer or Executive Director, Purchasing & Payment Services • More than \$20,000 and less than \$2,000,000 – Applicable General Officer • \$2,000,000 or more – Chancellor	• \$20,000 and less - Applicable departmental business officer or Executive Director, Purchasing & Payment Services • More than \$20,000 – Applicable General Officer	Executive Director, Purchasing & Payment Services	Roger Herndon (interim)	Sub-delegations to purchasing staff on file in VC for Finance & CFO office		N/A	N/A
			Chancellor	Daniel Diermeier	No Delegate	N/A	N/A	N/A
			General Counsel	Ruby Shellaway	No Delegate	N/A	N/A	N/A
			Provost	Cybele Raver	No Delegate	N/A	N/A	N/A
			VC for Administration	Darren Reisberg	No Delegate	N/A	N/A	N/A
			VC for Development & Alumni Relations	John Lutz	No Delegate	N/A	N/A	N/A
			VC for Finance & IT	Brett Sweet	No Delegate	N/A	N/A	N/A
			VC for Investments	Anders Hall	No Delegate	N/A	N/A	N/A
			VC for Communications	Steve Ertel	No Delegate	N/A	N/A	N/A
			VC for Facilities and Real Estate	Brett Sweet (interim)	No Delegate	N/A	None	None
			VC for Government and Community Relations	Nathan Green	Sally Parker	Associate VC for Strategy and Operations	Less than \$20,000	N/A
			VC for People Culture & Belonging	Sydney Savion	No Delegate	N/A	N/A	N/A
			VC for University Affairs	Candice Lee	No Delegate	N/A	N/A	N/A



# Delegation of Authority Policy Sub-Delegations: Contracts and Items not Related to General Procurement

Last Updated: 08/19/2025

**IMPORTANT NOTES:** Unless additional sub-delegation restrictions are indicated in this document, sub-delegates inherit the same authority (and restrictions) as the person making the sub-delegation. Also, unless otherwise noted in this document, sub-delegates are not authorized to further delegate their authority; i.e., all sub-delegations of authority must be specifically identified and included in this document to be valid.

Category / Subcategory	Approvals Required <sup>1</sup>	Authorized to Sign/Execute	Authorized (Title)	Authorized (Name)	Sub-Delegations			
					Delegate (Name)	Delegate (Title)	Additional Dollar Restriction	Other Restrictions

## Quasi-endowment transfers

Creation of, additions to (capitalizations), or transfers out (decapitalizations)	Chancellor	N/A - internal process	Chancellor	Daniel Diermeier	No Delegate	N/A	N/A	N/A
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## Real estate (non-endowment) transactions

Property tax exemption applications	General Counsel <u>or</u> VC for Facilities & Real Estate		General Counsel	Ruby Shellaway	Sean Scally	Senior Associate General Counsel	N/A	N/A
			VC for Facilities & Real Estate	Brett Sweet (interim)	No Delegate	N/A	N/A	N/A
Release of liens related to non-investment real estate held by Vanderbilt University	VC for Facilities and Real Estate <u>and</u> VC for Finance & IT	VC for Facilities & Real Estate	VC for Facilities & Real Estate	Brett Sweet (interim)	Margaret Emly	Director, Facilities Real Estate	N/A	N/A
			VC for Finance & CFO	Brett Sweet	No Delegate	N/A	N/A	N/A
Purchase, sale or transfer of Vanderbilt real estate (including easements)	Chancellor	VC for Facilities & Real Estate	Chancellor	Daniel Diermeier	Eric Kopstain	VC for Administration	N/A	Temporary easements only
			VC for Facilities & Real Estate	Brett Sweet (interim)	Margaret Emly	Director, Facilities Real Estate	N/A	N/A
Leases (new and renewals, when Vanderbilt or one of its subsidiaries is <u>not</u> the lessor or sub-lessor), purchases, management contracts  <i>Use of the General Procurement Contract or Lease Approval Routing Form is strongly encouraged to document review and approval by appropriate officials.</i>	• All - Applicable general officer <u>and</u> VC for Facilities & Real Estate <u>and</u> VC for Finance & IT • Non-IDS-funded units: \$1,000,000 annual lease cost or more – Chancellor • IDS-funded units: \$100,000 annual lease cost or more – Chancellor	VC for Facilities & Real Estate	Chancellor	Daniel Diermeier	No Delegate	N/A	N/A	N/A
			General Counsel	Ruby Shellaway	No Delegate	N/A	N/A	N/A
			Provost	Cybele Raver	Eric Bymaster	Associate VC for Finance	None	None
			VC for Facilities & Real Estate	Brett Sweet (interim)	Margaret Emly	Director, Facilities Real Estate	Less than \$100,000 per year	N/A
			VC for Development & Alumni Relations	John Lutz	No Delegate	N/A	N/A	N/A
			VC for Finance & IT	Brett Sweet	No Delegate	N/A	N/A	N/A
			VC for Investments	Anders Hall	No Delegate	N/A	N/A	N/A
			VC for Communications	Steve Ertel	No Delegate	N/A	N/A	N/A
			VC for Government and Community Relations	Nathan Green	No Delegate	N/A	N/A	N/A
			VC for People Culture & Belonging	Sydney Savion	No Delegate	N/A	N/A	N/A
			VC for Administration	Darren Reisberg	No Delegate	N/A	None	None
			VC for University Affairs	Candice Lee	No Delegate	N/A	N/A	N/A
Non-financial lease documents (e.g., estoppels, commencement letters, amendments, etc.) that do not affect the financial or risk attributes of the lease in any way	VC for Facilities & Real Estate <u>and</u> Applicable General Officer	VC for Facilities & Real Estate	VC for Facilities & Real Estate	Brett Sweet (interim)	Margaret Emly	Director, Facilities Real Estate	N/A	N/A
			General Counsel	Ruby Shellaway	No Delegate	N/A	N/A	N/A
			Provost	Cybele Raver	Eric Bymaster	Associate VC for Finance	None	None
			VC for Development & Alumni Relations	John Lutz	No Delegate	N/A	N/A	N/A
			VC for Finance & IT	Brett Sweet	No Delegate	N/A	N/A	N/A
			VC for Investments	Anders Hall	No Delegate	N/A	N/A	N/A
			VC for Communications	Steve Ertel	No Delegate	N/A	N/A	N/A
			VC for Government and Community Relations	Nathan Green	No Delegate	N/A	N/A	N/A
			VC for Administration	Darren Reisberg	No Delegate	N/A	N/A	N/A
			VC for People Culture & Belonging	Sydney Savion	No Delegate	N/A	N/A	N/A
			VC for University Affairs	Candice Lee	No Delegate	N/A	N/A	N/A

## Research and Sponsored projects - Grants, contracts, cooperative agreements

Proposals, awards and all research related agreements for grants, contracts and cooperative agreements including confidentiality disclosure agreements (CDAs) and non-disclosure agreements (NDAs) related thereto	Provost	Provost	Cybele Raver	Elizabeth Zechmeister	Sr. Associate Provost for Research & Development	None	None
				Jean Mercer	Senior Assistant Provost for Sponsored Programs Administration and Compliance	None	None
				Michelle Wachter	Manager, Proposals and Awards	None	None
Annual and final fiscal reports or vouchers requesting payment for grants and contracts	VC for Finance & IT	VC for Finance & IT	Brett Sweet	Dalana Robertson	Controller	None	None
				Jana Blick	Sr. Director, Contract & Grant Accounting	None	None
				Chelsea Miller	Assistant Director for Research Finance Accounting	None	None
Federal indirect cost and fringe benefit rate agreement	VC for Finance & IT	VC for Finance & IT	Brett Sweet	No Delegate	N/A	N/A	N/A
State and local indirect cost rate agreements	VC for Finance & IT	VC for Finance & IT	Brett Sweet	No Delegate	N/A	N/A	N/A
Settlement of sponsored project audits (e.g., Uniform Guidance audit)	VC for Finance & IT	VC for Finance & IT	Brett Sweet	Jana Blick	Sr. Director, Contract & Grant Accounting	Less than \$50,000	N/A
Agreements to provide services to external users of institutional cores and shared resources.	Provost	Provost	Cybele Raver	Jean Mercer	Senior Assistant Provost for Sponsored Programs Administration and Compliance	None	None
				Michelle Wachter	Manager, Proposals and Awards	None	None



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Category / Subcategory	Approvals Required <sup>1</sup>	Authorized to Sign/Execute	Authorized (Title)	Authorized (Name)	Sub-Delegations			
					Delegate (Name)	Delegate (Title)	Additional Dollar Restriction	Other Restrictions

**Technology transfer**

Documents regarding technology owned by Vanderbilt and required to be filed in the U.S. Patent Office, the U.S. Copyright Office, or in corresponding international offices	Provost	Provost	Provost	Cybele Raver	Alan R. Bentley	Assistant Vice Chancellor for Technology Transfer	None	None
					Chris Harris	Director of Licensing, Tech Transfer	None	None
					Ashok Choudhury	Asst Director of Physical Science Licensing	None	None
					Mike Villalobos	Asst Director of Life Science Licensing	None	None
Non-license technology support documents and research support documents related to VU IP assets (e.g.: confidentiality agreements, inter-institutional agreements, material transfer agreements, IP commitment agreements with funding agencies, and VUMC research agreements)	Provost <b>and</b> General Counsel <i>(General Counsel review not required if standard templates are used that have been approved by Office of General Counsel)</i>	Provost	Provost	Cybele Raver	Alan R. Bentley	Assistant Vice Chancellor for Technology Transfer	None	None
					Chris Harris	Director of Licensing, Tech Transfer	None	None
					Karen Rufus	Licensing Manager	None	None
					Ashok Choudhury	Asst Director of Physical Science Licensing	None	None
					Mike Villalobos	Asst Director of Life Science Licensing	None	None
					Greta Messer	Associate Legal Counsel	None	None
License Agreements	• Projected revenues for first two years \$5 million or more – Chancellor • All – Provost <b>and</b> General Counsel <b>and</b> VC for Finance & IT <i>(General Counsel review not required if standard templates are used that have been approved by Office of General Counsel)</i>	Provost	Chancellor General Counsel Provost	Daniel Diermeier Ruby Shellaway Cybele Raver	Anthony Schlehuber	Associate Legal Counsel	None	None
					No Delegate	N/A	N/A	N/A
					No Delegate	N/A	N/A	N/A
					Padma Raghavan	Vice Provost for Research	None	Signature must be accompanied by either Assoc. VC for Finance or Finance Director and approval by Asst VC for Tech Transfer
					Eric Bymaster	Associate Vice Chancellor for Finance	None	Signature must be accompanied by Vice Provost for Research <b>and</b> approval by Asst VC for Tech Transfer
					Kurt Shepherd	Assistant Vice Chancellor for Finance	None	Signature must be accompanied by Vice Provost for Research <b>and</b> approval by Asst VC for Tech Transfer
License-related documents (e.g.: option agreements, license amendments, end user license agreements, materials licenses)	VC for Finance & IT (options only) and Provost	Provost	Provost	Cybele Raver	Brett Sweet	No Delegate	N/A	N/A
					Robert Webster	Sr. Associate Provost for Technology Transfer & Commercialization	None	None
					Alan Bentley	Assistant VC for Technology Transfer	None	None
					Chris Harris	Director of Licensing, Tech Transfer	None	End User License Agreements and Materials Licenses only
Corporate agreements (e.g.: warrant agreements, shareholder agreements, stock subscription agreements)	Provost <b>and</b> General Counsel	Provost	Provost	Cybele Raver	Brett Sweet	No Delegate	N/A	N/A
					Robert Webster	Sr. Associate Provost for Technology Transfer & Commercialization	None	None
Assignment of rights agreements	General Counsel <b>and</b> Provost <i>(Review not required if standard templates are used that have been approved by Office of General Counsel)</i>	Provost	Provost	Cybele Raver	No Delegate	N/A	N/A	N/A
					Ruby Shellaway	No Delegate	N/A	N/A
					Ruby Shellaway	No Delegate	N/A	N/A

\* MTA = material transfer agreement; CDA = confidential disclosure agreement (confidentiality agreement); EULA = end user license agreement (namely for software)

**Trademark Licensing**

Licensing of all approved Vanderbilt University-related name and logos (Vanderbilt University Medical Center, Vanderbilt Law School, Owen Graduate School of Management, etc.) on products and services	VC for Communications	VC for Communications	Steve Ertel	Daniel Dubois	Senior Director of Strategy & Planning	Less than \$100,000	None
				Stephanie Burset	Senior Director of Brand Marketing	Less than \$100,000	None
State and Federal Trademark Registrations and Renewals and related documents	VC for Communications	VC for Communications	Steve Ertel	Daniel Dubois	Senior Director of Strategy & Planning	Less than \$100,000	None
				Stephanie Burset	Senior Director of Brand Marketing	Less than \$100,000	None
Licensing of University-owned Photography, Video, and Music	VC for Communications	VC for Communications	Steve Ertel	Daniel Dubois	Senior Director of Strategy & Planning	Less than \$100,000	None
				Stephanie Burset	Senior Director of Brand Marketing	Less than \$100,000	None

**True endowment transfers**

Non-donor directed reinvestment of distributions (capitalizations) or non-spending policy endowment distributions (decapitalizations)	Chancellor	N/A - internal process	Chancellor	Daniel Diermeier	No Delegate	N/A	N/A	N/A
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# Delegation of Authority Policy Sub-Delegations: Contracts and Items not Related to General Procurement

Last Updated: 08/19/2025

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Category / Subcategory	Approvals Required <sup>1</sup>	Authorized to Sign/Execute	Authorized (Title)	Authorized (Name)	Sub-Delegations			
					Delegate (Name)	Delegate (Title)	Additional Dollar Restriction	Other Restrictions
Vanderbilt University Medical Center (VUMC) Agreements								
Nonmaterial amendments to the Academic Affiliation Agreement, Ground Lease, Master Endowment and Grant Agreement, Master Transfer and Separation Agreement, Reciprocal IT Transitional Services Agreement, Reciprocal Master Services Agreement, Trademark License Agreement		Chancellor	Chancellor	Daniel Diermeier	No Delegate	N/A	N/A	N/A
MSA & ITTSA Service Schedule amendments and terminations	• All - General Counsel and applicable general officer <sup>4</sup> • \$1,000,000 or more over term of agreement – Chancellor	Applicable General Officer	Chancellor	Daniel Diermeier	No Delegate	N/A	N/A	N/A
			General Counsel	Ruby Shellaway	No Delegate	N/A	N/A	N/A
			Provost	Cybele Raver	Eric Bymaster	Assoc VC for Finance	none	none
			VC for Administration	Darren Reisberg	No Delegate	N/A	N/A	N/A
			VC for Development & Alumni Relations	John Lutz	No Delegate	N/A	N/A	N/A
			VC for Finance & IT	Brett Sweet	No Delegate	N/A	N/A	N/A
			VC for Investments	Anders Hall	No Delegate	N/A	N/A	N/A
			VC for Communications	Steve Ertel	No Delegate	N/A	N/A	N/A
			VC for Government and Community Relations	Nathan Green	No Delegate	N/A	N/A	N/A
			VC for Facilities & Real Estate	Brett Sweet (interim)	No Delegate	N/A	N/A	N/A
			VC for People Culture & Belonging	Sydney Savion	No Delegate	N/A	N/A	N/A
			VC for University Affairs	Candice Lee	No Delegate	N/A	N/A	N/A
			All other agreements with VUMC	• All - General Counsel* and applicable general officer <sup>4</sup> • \$1,000,000 or more over term of agreement – Chancellor  *General Counsel approval not required if agreement uses template provided by OGC	Applicable General Officer	Chancellor	Daniel Diermeier	No Delegate
General Counsel	Ruby Shellaway	No Delegate				N/A	N/A	N/A
Provost	Cybele Raver	Mult.				School Chief Business Officers	N/A	Each business officer may only approve non-sponsored billing agreements (NSBA) and employee service agreements (ESA) for the school they support
	Eric Bymaster	Assoc VC for Finance				N/A	NSBAs and ESAs only	
	G.L. Black	Dean of Students				N/A	Agreements related to E-Star access for University Counseling Center only	
	Alan Bentley	Assistant Vice Chancellor for Technology Transfer				N/A	Non-license technology and research support documents related to medical technology only	
	Chris Harris	Director of Licensing, Tech Transfer				N/A	Non-license technology and research support documents related to medical technology only	
VC for Administration	Darren Reisberg	No Delegate				N/A	N/A	N/A
VC for Development & Alumni Relations	John Lutz	No Delegate				N/A	N/A	N/A
VC for Finance & IT	Brett Sweet	No Delegate				N/A	N/A	N/A
VC for Investments	Anders Hall	No Delegate				N/A	N/A	N/A
VC for Communications	Steve Ertel	No Delegate				N/A	N/A	N/A
VC for Government and Community Relations	Nathan Green	No Delegate				N/A	N/A	N/A
VC for Facilities & Real Estate	Brett Sweet	Margaret Emley				Director, Facilities Real Estate	none	leases only
VC for People Culture & Belonging	Sydney Savion	No Delegate				N/A	N/A	N/A
VC for University Affairs	Candice Lee	No Delegate	N/A	N/A	N/A			

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Category / Subcategory	Approvals Required <sup>1</sup>	Authorized to Sign/Execute	Authorized (Title)	Authorized (Name)	Sub-Delegations			
					Delegate (Name)	Delegate (Title)	Additional Dollar Restriction	Other Restrictions
Vehicles								
All documents related to the title or registration of vehicles owned or leased by Vanderbilt University	VC for Finance & IT		VC for Finance & IT	Brett Sweet	Roger Herndon (interim)	Director, Purchasing & Payment Services	N/A	N/A

**End notes:** (corresponds to similarly numbered end notes in Exhibit 2 of policy)

<sup>1</sup> All required reviews and approvals must be evidenced in writing (email is acceptable).

<sup>4</sup> The term “applicable general officer” is used in some sections to denote the general officer with purview over the individual or organizational unit to whom the contract or agreement relates; for example, the Provost would be the “applicable general officer” associated with an equipment lease initiated by the School of Engineering, whereas the VC for Finance would be the “applicable general officer” associated with a severance agreement related to a finance staff member. For agreements where institutional responsibility has been assigned to a specific general officer, that general officer is specifically identified, e.g., the General Counsel is specifically identified as a required signature for certain types of legal matters.

<sup>2,3.5</sup> Referred to as “Provost”; “General Counsel”; “VC for University Affairs” in remainder of exhibit.

<sup>6</sup>This delegation governs only the preparation of the minutes; Board minutes approval and signature is handled by the Board of Trust per the Board of Trust Code of Bylaws

<sup>7</sup>In accordance with Tennessee Code 48-58-401(c), The Board of Trust delegated preparation of the minutes directly to the General Counsel & University Secretary in a resolution dated June 23, 2022.

<sup>8</sup>Referred to as “VC for Finance & IT” in remainder of exhibit



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**General procurement** contracts/agreements\* committing VU to the procurement of non-capitalized equipment and equipment leases, goods and services (e.g., maintenance, consultants, speakers, professional trades), excluding types of contracts and agreements specified elsewhere in Exhibit 2 of policy (See Financial Matters-Capital leases for policy related to capital leases.) Note: pricing agreements, contracts that do not create a take-or-pay legal purchasing liability for the university, and purchasing contract amendments that do not impact the financial terms of the original agreement do not require the approvals of this section.

## Approvals Required<sup>1</sup>

- \$250,000 and less; non-binding pricing agreements and amendments
  - ♦ Executive Director, Purchasing & Payment Services
- More than \$250,000 and less than \$2,000,000 – Applicable general officer<sup>4</sup>
- \$2,000,000 or more – Chancellor

## Authorized to Sign/Execute

- Less than \$2,000,000; non-binding pricing agreements and amendments – Executive Director, Purchasing & Payment Services
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Authorized (Title)	Authorized (Name)	Sub-Delegations				
		Delegate (Name)	Delegate (Title)	Organizational Restriction	Dollar Restriction	Other Restrictions
Chancellor	Daniel Diermeier	Dawn Turton	Chief of Staff	Office of the Chancellor	Less than \$2,000,000 for approvals; no restriction on signature	None
Executive Director, Purchasing & Payment Services	Roger Herndon (interim)	Mult.	All Category Managers	None	Less than \$250,000	None
General Counsel	Ruby Shellaway	Michelle Tellock	Deputy General Counsel	N/A	Less than \$250,000	Law firm engagement letters only



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		Delegate (Name)	Delegate (Title)	Organizational Restriction	Dollar Restriction	Other Restrictions
Provost	Cybele Raver	Kurt Shepherd	Assistant VC for Finance	Provost areas	Less than \$2,000,000	None
		G.L. Black	Vice Provost of Student Affairs and Dean of Students	Student Affairs	Less than \$10,000	None
		Mary Helen Davidson	Director of Administration for Student Affairs	Student Affairs	Less than \$10,000	None
		Matthew McGlasson	Chief Business Officer, Library	Heard Library	Less than \$25,000	Only renewals, amendments and addenda and order forms and order confirmations of all types
		Matthew McGlasson	Chief Business Officer, Library	Heard Library	Less than \$100,000	Licenses for library materials
		David Cortez	Chair, School of Medicine	Biochemistry	Less than \$100,000	None
		Ian Macara	Chair, School of Medicine	Cell and Developmental Biology	Less than \$100,000	None
		Nancy Carrasco	Chair, School of Medicine	Molecular Biology and Biophysics	Less than \$100,000	None
		Ege Kavalali	Chair, School of Medicine	Pharmacology	Less than \$100,000	None
		Pam Jeffries	Dean	School of Nursing	Less than \$500,000	None
		Kathryn Dudley	Chief Business Officer	Blair School of Music	Less than \$10,000	music-related contracts only
		Rich Germano	Assistant Provost & Sr. Director for University Enrollment Affairs	N/A	Less than \$10,000	event-related contracts only
		Douglas Christiansen	Vice Provost for University Enrollment Affairs	N/A	Less than \$10,000	event-related contracts only



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VC for Administration	Darren Reisberg	David ter Kuile	Executive Director, Business Services	N/A	Less than \$250,000	None
		James Kellerhouse	Assistant Vice Chancellor for Strategic Initiatives	Vanderbilt New York	Less than \$250,000	None
		August Washington	Associate VC & Chief of Police	Vanderbilt University Police Department, Traffic & Parking	Less than \$250,000	None
VC for Development & Alumni Relations	John Lutz	Gena Cobble	Chief of Staff and Assoc. VC for Finance & Business Services	Development & Alumni Relations	Less than \$100,000	None
VC for Facilities & Real Estate	Brett Sweet (interim)	Matt Riethmiller	Assistant VC for Planning, Design & Construction	Planning, Design & Construction (PDC)	Less than \$250,000	None
		Alex Kohnen	Associate VC and Chief Facilities Officer	VUMO, PDC	Less than \$500,000	None
		Paul Goodman	Assistant Vice Chancellor	Maintenance & Operations (VUMO)	Less than \$250,000	None
		Margaret Emley	Director, Real Estate	Real Estate & Legends	Less than \$500,000	None
VC for Finance & IT	Brett Sweet	Dalana Robertson	Controller	Controller areas	Less than \$250,000	None
		Eric Bymaster	Associate Vice Chancellor for Finance	FO&P and Treasury areas	Less than \$250,000	None
		Shane Callahan	Chief Information Officer	VUIT	Less than \$250,000	None



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VC for Investments	Anders Hall	Bart Brunk	Chief Operating Officer, Office of Investments	Investments	Less than \$250,000	None
VC for Communications	Steve Ertel	Catherine Kozak	Communications Chief of Staff	N/A	Less than \$250,000	N/A
VC for Government and Community Relations	Nathan Green	Sally Parker	Associate VC for Strategy and Operations	N/A	Less than \$20,000	N/A
VC for People Culture & Belonging	Sydney Savion	Cleo Rucker	Chief Human Resources Officer	Human Resources	Less than \$250,000	None
		Stephanie Roth	Associate Vice Chancellor for Equal and Engagement	Equal and Engagement	Less than \$100,000	None
VC for University Affairs	Candice Lee	Kara Kroeger	Chief Business Officer	Athletics & Rec Center	Less than \$1,000,000	None
		Ashley Horsley	Sr. Administrative Officer	Athletics & Rec Center	Less than \$1,000,000	None

**End notes** (corresponds to similarly numbered end notes in Exhibit 2 of policy:

<sup>1</sup> All required reviews and approvals must be evidenced in writing (email is acceptable).

<sup>4</sup> The term "applicable general officer" is used in some sections to denote the general officer with purview over the individual or organizational unit to whom the contract or agreement relates. For example, the Provost would be the "applicable general officer" associated with an equipment lease initiated by the School of Engineering, whereas the VC for Finance would be the "applicable general officer" associated with a severance agreement related to a finance staff member. For agreements where institutional responsibility has been assigned to a specific general officer, that general officer is specifically identified, e.g., the General Counsel is specifically identified as a required signature for certain types of legal matters.