



MEMORANDUM

To: Cabinet
From: Dr. Ángel Cabrera, President
Date: March 4, 2024
Re: Delegation of Presidential Authority

A handwritten signature in blue ink, appearing to read "Ángel Cabrera".

The purpose of this memorandum is to confirm the circumstances under which I have delegated authority to other officials of the Institute to act in my place. This memorandum supersedes and replaces all prior delegations. In each instance, the delegation applies to the incumbent in the named position, including an interim appointment, or any replacement position at the time of the action.

Immediate Action. In the event that I am away from campus or otherwise unreachable during a situation that calls for immediate action, I hereby confirm the delegation of authority to act in my place first to the Senior Vice President for Strategic Initiatives & Chief of Staff, second to the Provost and Executive Vice President for Academic Affairs, third to the Executive Vice President for Administration and Finance, and next to the Executive Vice President for Research.

Purchasing Agreements. The authority to commit Institute funds for supplies, materials, equipment, and certain contractual services has been delegated to the Purchasing Office within the limits established by the State of Georgia Department of Administrative Services (“DOAS”), State Purchasing Division. Agreements for the purchase of goods and services should be reviewed, approved, and executed by Georgia Tech Purchasing.

Signature Authority. Pursuant to Section 2.6.4 and other provisions of the Policy Manual of the Board of Regents of the University System of Georgia, the President of each system institution, or the President’s designee, has the authority to execute, accept, or deliver, on behalf of the Board, certain research agreements, settlement agreements, service agreements, reciprocal emergency law enforcement agreements and other agreements affecting the institution.¹ I have determined it necessary, because of the large number of proposals and contracts to be signed every day in carrying out the business of the Institute, to designate additional officials to assist me in executing agreements in the name of the Georgia Institute of Technology on behalf of the Board of Regents as permitted in Section 2.6.5 of the Policy Manual of the Board of Regents.

¹ Note that delegated signature authority may come from other sources such as the Georgia Department of Administrative Services.

Each official exercising a delegated signature authority is expected to execute, accept, or deliver only those agreements that are within the purview of the official’s position and should act with the concurrence and approval of the senior leadership of their respective unit.

I confirm the delegation of authority to execute, accept and deliver all agreements that may be executed by the President of the Institute pursuant to the Policy Manual of the Board of Regents, as now in effect or subsequently amended, to the incumbent in each of the following positions:

- Provost and Executive Vice President for Academic Affairs
- Executive Vice President for Administration and Finance
- Executive Vice President for Research
- Senior Vice President for Strategic Initiatives & Chief of Staff
- General Counsel and Vice President for Ethics and Compliance

Agreements executed pursuant to this delegation must be reviewed by the Office of the General Counsel (“OGC”) prior to execution.

Standard Agreements. I also confirm the delegation of authority to the incumbent in the following positions to execute, accept and deliver in the name of the Georgia Institute of Technology on behalf of the Board of Regents the following described agreements. All agreements must first be reviewed by the OGC before signature unless the OGC has created a template document for the signatory’s use.

Interim Appointments. The delegation of authority is to the role listed in this memorandum and shall apply to interim appointments for the duration of such temporary appointment.

Office of the Provost	
Provost	USG Dual Appointment Agreements Retired but Working employment requests. Authority to notify non-tenure-track faculty members of promotion decisions. Approval of fees for non-credit-hour courses and programs, including fees charged for non-credit classes, certificates, workshops, and programs pursuant to BOR Policy Manual – Section 7.3.2.2
Executive Chief of Staff to the Provost	USG Dual Appointment Agreements Retired but Working employment requests
Senior Vice Provost for Education and Learning	Academic affiliation agreements Academic related Nondisclosure Agreements (NDAs) Research agreements related to undergraduate education. Research agreements related to graduate education. Student fellowships or similar documents (non-Sponsored Programs)
Vice Provost for Undergraduate Education	Academic affiliation agreements Academic related NDAs Research agreements related to undergraduate education
Vice Provost for Graduate and Postdoctoral Education	Research agreements related to graduate education. Academic affiliation agreements Academic related NDAs Student fellowships or similar documents (non-Sponsored Programs)

Vice Provost for Faculty	Academic and research faculty employment contracts Academic related NDAs Approval of the reemployment of University System faculty retirees pursuant to BOR Policy Manual — Section 8.2.8.3. Notification of non-renewal of and addendums to nontenured faculty contracts Addendums to tenured/tenure-track faculty contracts Academic affiliation agreements
Associate Vice Provost for Faculty	Academic affiliation agreements Extensions to probationary period pursuant to Faculty Handbook 3.3.5 Faculty leaves of absence pursuant to BOR Policy Manual - Section 8.2.7.4
Vice Provost for Enrollment Management	Award of Presidential waivers of out-of-state tuition differential for certain non-Georgia residents pursuant to BOR Policy Manual – Section 7.3.4.1
Vice Provost for International Initiatives	International affiliation agreements (IAA), Memorandums of Understanding (MOUs) and LOIs for international collaboration that do not commit institution funds
Associate Vice Provost for International Operations	International affiliation agreements (IAA), MOUs and LOIs for international collaborations that do not commit institution funds.
Dean, College of Design (COD)	Agreements relating to the acceptance of loaned exhibits within COD space using COD resources
Dean of Libraries	Library and subscription agreements exempt from bidding by DOAS
Dean, Lifetime Learning (LL)	LL & GTPE instructor non-credit teaching agreements LL & GTPE instructional services agreements LL & GTPE hotel agreements GLC and GT Savannah campus use agreements. LL & GTPE meeting and conference contracts LL & GTPE mailing list rental agreements. LL & GTPE ad buy agreements
Associate Dean, Academic Affairs, Professional Education	GTPE instructor non-credit teaching agreements GTPE instructional services agreements
Assistant Dean, Business Operations, Professional Education	GTPE hotel agreements GTPE instructional services agreements GTPE meeting and conference contracts GTPE mailing list rental agreements. GTPE ad buy agreements
Executive Director of Georgia Tech-Savannah	GT Savannah campus use agreements. GT Savannah hotel agreements GT Savannah instructional services agreements GT Savannah meeting and conference contracts GT Savannah mailing list rental agreements GT Savannah ad buy agreements

Division of Administration and Finance	
Executive Vice President, Administration and Finance	Chief Business Officer (CBO) functions and agreements (except for Chief Financial Officer's (CFO's) financial functions, approvals, and agreements) Donation agreements pursuant to BOR Policy Manual – Section 7.4 USG Dual Appointment Agreements Licenses for use of space Business transactions and agreements with third party vendors Retired but Working employment requests
Executive Chief of Staff to the Executive Vice President, Administration and Finance	USG Dual Appointment Agreements Retired but Working employment requests
Vice President, Finance and Planning & Chief Financial Officer	Annual GIT Tax Filings (including the 990-T) Gifts of capital equipment, software, other Capital leases. Annual Write-off Requests to the State of GA Annual USG PPV Report submission CBO/CFO's financial functions and approvals as legally required (including the USG, DOAS, and other State of Georgia agencies) and their associated agreements. Annual audit documents, including certifications. GIT Annual Financial Reports Quarterly and annual budgetary reports Cost and rate study certifications required by ONR
Vice President, Human Resources	Employment agency contracts Employment related contracts Employment search firm contracts HRAP salary increase forms
Vice President, Infrastructure and Sustainability	Construction and professional services contracts
Assistant Vice President, Planning, Design and Construction	Construction and professional services contracts
Senior Director of Financial Administration, Facilities Management/ Facilities Business Services	Construction and professional services contracts
Vice President for Information Technology & Chief Information Officer	Individual information technology purchases within the spending limits established by the USG VC/CIO pursuant to BOR Business Procedures Manual - Section 3.1.2.3
Director, OIT Resource Management	Individual information technology purchases within the spending limits established by the USG VC/CIO pursuant to BOR Business Procedures Manual – Section 3.1.2.3
Chief of Police	Emergency Preparedness Memoranda of Understanding
Associate Vice President, Finance & Planning	Licenses for campus space
Executive Director, Procurement & Business Services	<i>(For clarification in addition to other authority provided by DOAS)</i> Equipment loan agreements Purchasing contracts Hotel contracts
Director, Purchasing	<i>(For clarification in addition to other authority provided by DOAS)</i> Equipment loan agreements Purchasing contracts Hotel contracts Powers of Attorney required by shippers in relation to exporting items outside the United States

Student Engagement & Well-Being	
Vice President for Student Engagement and Well-Being	Contracts for student organizations (non-procurement) Ferst Center license agreements Entertainment/performance agreements (up to \$24,999) Artist in residency agreements (up to \$24,999) Auxiliary services contracts (non-procurement) Licenses for auxiliary space License agreements for all areas under campus services Clinical affiliation agreements with Health Services
Associate Vice President Campus Services	Auxiliary services contracts (non-procurement) Licenses for auxiliary space License agreements for all areas under campus services Clinical affiliation agreements with Health Services
Associate Vice President/Dean of Students	Contracts for student organizations (non-procurement) Ferst Center license agreements Entertainment/performance agreements (up to \$24,999) Artist in residency agreements (up to \$24,999)
Executive Director for Housing and Residence Life	Summer conferences for use of Georgia Tech Housing facilities Contracts for VIP housing
Senior Director, Parking and Transportation Services	Sale of parking and charter service agreements Licenses for parking space
Senior Director, Student and Campus Event Centers	Student center event contracts (up to \$24,999) Student center facilities use agreements (non-procurement) Instructor agreements pertaining to student center programs or operations
Senior Director Campus Recreation Center	Campus Recreations Center license agreements Instructor agreements pertaining to recreation center programs or operations
Senior Director, Student Health Services	Professional health service agreements Clinical affiliation agreements with Health Services
Senior Director, Tech Dining	Dining space license agreements Cooperative agreements pertaining to dining programs or operations (non-procurement)
Senior Director, Auxiliary Services	Filming location license agreements
Director, Health Operations	Professional health service agreements Clinical affiliation agreements with Health Services

Office of the Executive Vice President for Research	
Executive Vice President for Research	USG Dual Appointment Agreements Retired but Working employment requests
Executive Chief of Staff to the Executive Vice President for Research	USG Dual Appointment Agreements Retired but Working employment requests
Associate Vice President for Research Administration	Grants, contracts, agreements, and certifications related to sponsored programs and research agreements, including but not limited to subcontracts, IPAs, Non-Disclosure Agreements, Material Transfer Agreements, and Data Use Agreements

Executive Directors and Directors, Office of Sponsored Programs	Grants, contracts, agreements, and certifications related to sponsored programs and research agreements, including but not limited to subcontracts, non-disclosure agreements, Intergovernmental Personnel Agreements (IPAs), Material Transfer Agreements, and Data Use Agreements
Associate Vice President, Research Integrity Assurance	Documents related to animal care and IACUC requirements, Human Subjects research and IRB requirements, Dual Use Research Concern, and Institutional Biosafety Committee Responsible Conduct in Research certifications
Director, Extension Services	Incubator license agreements
Chief Operating Officer, Georgia Tech Research Institute	Agreements relating to the use of the GTRI conference facilities at 250 14 th Street, Atlanta, Georgia.
Deputy Chief Operating Officer, Georgia Tech Research Institute	Agreements relating to the use of the GTRI conference facilities at 250 14 th Street, Atlanta, Georgia.
Facility Security Officer/Director, Research Security	Documents related to Georgia Tech's Industrial Security program that includes but is not limited to DD Form 2345 forms, Subcontractor DD Form 254 forms, Personnel Security program requests and classified visit requests related to CAGE Codes 0KC83, 1FEZ4, and 1G474.
Alternate FSO	Documents related to Georgia Tech's Industrial Security program that includes but is not limited to DD2345 forms, Subcontractor DD254 forms, and classified visit requests related to CAGE Codes 0KC83, 1FEZ4, and 1G474.
Contractor Program Security Officer	Documents related to Georgia Tech's Industrial Security program that includes but are not limited to DD Form 2345 forms, Subcontractor DD Form 254 forms, Personnel Security program requests and classified visit requests related to CAGE Codes 0KC83, 1FEZ4 and 1G474.

Office of the General Counsel/ Ethics and Compliance	
General Counsel and Vice President for Ethics, Compliance and Legal Affairs	USG Dual Appointment Agreements Settlement Agreements Licenses for Use of Space
Chief Ethics and Compliance Officer & Deputy General Counsel	Ethics and/or Compliance Attestations/Certifications Supplier Guidelines and Compliance Attestations Approval(s) needed for BOR Policy Manual Section 8.2.18.4(4)
Export Compliance Officer	Documents needed for international shipping including imports and customs

Office of the Arts	
Director, Office of the Arts	Agreements for acquisition or loan of artwork (up to \$24,999) Ferst Center license agreements Gallery and/or exhibition agreements Entertainment/performance agreements (up to \$24,999) Artist in residency agreements (up to \$24,999)

Institute Communications	
Vice President, Institute Communications	<p>Agreements/documents related to use, maintenance, protection or enforcement of GT trademarks, service marks and logos, including, but not limited to, licenses, registrations, and/or documents related to trademark protection.</p> <p>Agreements/documents related to use, license or release of GT owned or produced media, including, but not limited to, videos, photographs, news articles, websites and related intellectual property and digital assets.</p> <p>Agreements/documents related to filming on campus by outside production companies, including, but not limited to, movie and television location shoots</p>
Assistant Vice President, Research Communications	<p>Agreements/documents related to use, license or release of GT owned or produced media, including, but not limited to, videos, photographs, news articles, websites and related intellectual property and digital assets.</p> <p>Agreements/documents related to filming on campus by outside production companies, including, but not limited to, movie and television location shoots</p>
Assistant Vice President, External Communications	<p>Agreements/documents related to use, license or release of GT owned or produced media, including, but not limited to, videos, photographs, news articles, websites and related intellectual property and digital assets.</p> <p>Agreements/documents related to filming on campus by outside production companies, including, but not limited to, movie and television location shoots</p>

Georgia Tech Athletic Association	
Director of Athletics	Agreements related to alcohol sponsorship after notifying and consulting directly with the President

Empowered Officials for export matters (*Must have a separate authorization memorandum from President, identifying the specific person as an empowered official)	Documents that have been reviewed by the Office of the General Counsel relating to Export compliance including but not limited to Authorizations (licenses, exemptions), Technical Assistance Agreements, DD Form 2345, registrations, certifications, end-use agreements, disclosures/reporting, or other documents as needed for the export program
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