

U of A Policies and Procedures On-Line (UAPPOL)

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Parent Policy: [Contract Review and Signing Authority Policy](#)

Schedule A

Signing Authority for Contractual Obligations on Behalf of the Board of Governors of the University of Alberta

Office of Administrative Responsibility:	General Counsel
Approver:	Board Audit and Risk Committee
Scope:	Compliance with this University policy extends to all academic staff, excluded employees, colleagues, postdoctoral fellows, and support staff as outlined and defined in the Recruitment Policy (Appendix A and Appendix B: Definitions and Categories); members of the Board of Governors; Graduate Research Assistants and Graduate Teaching Assistants.

The following persons are hereby authorized to enter into contracts on behalf of the University of Alberta:

EXPLANATORY NOTES

Note 1: When “or” or “/” is used in the Signing Authority column, only one of the signatures is required whereas “and” requires both signatures.

Note 2: When reference is made to the Responsible Department being the Provost and V-P (Academic) or another V-P, it is the office, and not the position, that is being referred to.

Note 3: When reference is made to a V.P. or Dean generally as having signing authority, it must be the V.P. or Dean of the Responsible Department or, if it is not the Responsible Department, of the relevant faculty or portfolio.

Note 4: In all cases, all other relevant contract review and financial authority policies and procedures must be followed, and, the required governance reviews and approvals must be obtained prior to contract execution.

Note 5: In circumstances where a contract may fit into more than one category, the General Counsel shall be notified and shall determine who the appropriate Responsible Department and Signing Authority will be.

Note 6: The dollar values referred to are over the entire term of the contract.

Note 7: PSLA is the Post-Secondary Learning Act (Alberta).

Note 8: Department means a non-academic unit or a faculty.

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A. Land and Space Agreements including Acquisition or Disposition of Land and Space Leasing

Contracts / documents that involve easements, leasing, sale or purchase of real property.

Document Description	Dept Responsible	Signing Authority
Acquisition of land (except gifts of land) < \$100,000	V-P (Facilities and Operations)	AV-P (Integrated Planning and Partnerships)
Acquisition of land (except gifts of land) \$100,000 - \$1 million	V-P (Facilities and Operations)	V-P (Facilities and Operations)
Acquisition of land (except gifts of land) \$1 million - \$5 million	V-P (Facilities and Operations)	V-P (Facilities and Operations) and V-P (University Services and Finance)
Acquisition of Land (except gifts of land) >\$5 million	V-P (Facilities and Operations)	President and V-P (Facilities and Operations)
Sale of Land	V-P (Facilities and Operations)	President and V-P (Facilities and Operations) May require prior approval from Lieutenant Governor in Council – see PSLA
Lease of land - 5 years or less (to or from the University) (excluding well-site access leases)	V-P (Facilities and Operations)	V-P (Facilities and Operations)
Lease of land – greater than 5 years (to or from the University) (excluding well-site access leases)	V-P (Facilities and Operations)	President and V-P (Facilities and Operations) May require prior approval from Lieutenant Governor in Council – see PSLA
Other Documents (including leasing of space to or from the University) <\$1 million	V-P (Facilities and Operations)	V-P (Facilities and Operations) May require prior approval from Lieutenant Governor in Council – see PSLA

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Document Description	Dept Responsible	Signing Authority
Other Documents (including leasing of space to or from the University) \$1 million - \$5 million	V-P (Facilities and Operations)	V-P (Facilities and Operations) and V-P (University Services and Finance) May require prior approval from Lieutenant Governor in Council – see PSLA
Other Documents (including leasing of space to or from the University) >\$5 million	V-P (Facilities and Operations)	President and V-P (Facilities and Operations) May require prior approval from Lieutenant Governor in Council – see PSLA
Right of way/easement	V-P (Facilities and Operations)	V-P (Facilities and Operations)
Venue Rental Agreements * does not include long term rentals and displays (such as advertising, sponsorship and vending equipment) which are covered by Section “F”	Faculty/Office of V-P that controls the relevant venue	Dean of the relevant Faculty/Relevant V-P
Site or Facility Access Agreements by which the personnel of a third party access a University site or facility	V-P (Facilities and Operations)	V-P (Facilities and Operations)
Well-Site Access Leases	V-P (Facilities and Operations)	V-P (Facilities and Operations) May require prior approval from Lieutenant Governor in Council – see PSLA

B. Research and Intellectual Property Contracts

All contracts relating to the research activities of the University, as described in the following chart.

Document Description	Dept Responsible	Signing Authority
Applications for research funding and proposals	Research Administrative Services	V-P (Research and Innovation)
Sponsored research funding agreements for grants, contracts and service	Research Administrative Services	V-P (Research and Innovation)
Sponsored research funding agreements for grants, contracts, and services that include the following terms to license (or options to license) the patentable intellectual property created during research: - whether the license being granted to the sponsor is exclusive or non-exclusive - whether the license is royalty-free or royalty bearing - timeframe of license - geographic area of license	Research Administrative Services	V-P (Research and Innovation)
Proprietary rights from inventions – patent, copyright, trademark, trade name, plant breeders’ rights	V-P (Research and Innovation)	V-P (Research and Innovation)
License/Options to license to make, use or sell the product of an invention, includes: - sub-licensing - stand alone licensing documents - licenses attached as schedules to other agreements - licensing terms that appear in a sponsored research funding agreement excepting those licensing terms specified above as the responsibility of Research Administrative Services - licensing terms in any other agreement	V-P (Research and Innovation)	V-P (Research and Innovation)
Material transfer agreements	V-P (Research and Innovation)	V-P (Research and Innovation)

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Document Description	Dept Responsible	Signing Authority
Data sharing agreements	V-P (Research and Innovation)	V-P (Research and Innovation)
Confidentiality Agreements relating to intellectual property (research)	V-P (Research and Innovation)	V-P (Research and Innovation)
Spin-off company documentation including shareholders agreements	V-P (Research and Innovation)	V-P (Research and Innovation) and V-P (University Services and Finance)
Intellectual Property Management agreements	V-P (Research and Innovation)	V-P (Research and Innovation)
Research Affiliation Agreements ie. network, relationship, partnership, memorandum of understanding, etc.	Research Administrative Services	V-P (Research and Innovation)
Trademark Agreements (non-research)	V-P (External Relations)	V-P (External Relations)
Site or Facility Access Agreements permitting University personnel to access a third party's site or facilities, the primary purpose of such access being the performance of a research project – will assist researchers in understanding what we mean	Research Administrative Services	V-P (Research and Innovation)
Other research related agreements not dealt with elsewhere in this document	V-P (Research and Innovation)	V-P (Research and Innovation)
Clinical Trial and Related Clinical Research Agreements to which Alberta Health Services would also be a party	Research Administrative Services [through Northern Alberta Clinical Trials and Research Centre	V-P (Research and Innovation)

C. Borrowing, Banking and Investments

Document Description	Dept Responsible	Signing Authority
Establishment of Line of Credit	Financial Services	President and V-P (University Services and Finance)
Drawing down on a Line of Credit and Letters of Credit	Financial Services	Director, Investments & Treasury
Investment Management Agreements, Limited Partnership Agreements and Investment Subscription Agreements	Financial Services	AVP (Finance, Procurement and Planning) and Director, Investments & Treasury
Investment Consulting and Service Agreements	Financial Services	AVP (Finance, Procurement and Planning) and Director, Investments & Treasury
Confidentiality or Non-Disclosure Agreements (related to potential Investments)	Financial Services	Director, Investments & Treasury
Investment Transactions	Financial Services	Director, Investments & Treasury
Commercial and Custodial Banking Contracts	Financial Services	V-P (University Services and Finance)
Borrowing Resolutions	V-P (University Services and Finance)	Chair or Vice Chair - Board of Governors,
Bank Signing Authorities	Financial Services	In accordance with the Banking Policy (https://policiesonline.ualberta.ca/Policies/Procedures/Policies/Banking-Policy.pdf).
Guarantee of the Obligations of a Third Party	V-P (University Services and Finance)	President and V-P (University Services and Finance) <ul style="list-style-type: none"> • Requires prior approval from Lieutenant Governor in Council
Debenture Borrowing Agreements	Financial Services	V-P (University Services and Finance) <ul style="list-style-type: none"> • Requires prior approval of Lieutenant Governor in Council
Agreements for issuance of notes, bonds, debentures or other securities	Financial Services	V-P (University Services and Finance) <ul style="list-style-type: none"> • Requires prior approval of Lieutenant Governor in Council
Credit Card Agreements	Financial Services	AVP (Finance, Procurement and Planning) and Director, Investments & Treasury
Housing Support Loan Agreements	Provost and V-P (Academic) Faculty Relations	Provost and V-P (Academic)

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Document Description	Dept Responsible	Signing Authority
Income Tax Status Declarations	Financial Services	Director, Investments & Treasury
All other financial agreements	V-P (University Services and	V-P (University Services and Finance)

D. Academic Programs

All academic agreements including agreements for the pursuit or termination of any academically related activity, the establishment or management of an arrangement, program or organization, within or outside the University premises, or the creation or dissolution of a centre or institute of the University of Alberta.

Document Description	Dept Responsible	Signing Authority
Academic Affiliation and other, similar, Agreements	Provost and V-P (Academic)	Provost and V-P (Academic)
Reciprocal student exchange agreements within Canada	Provost and V-P (Academic)	Provost and V-P (Academic)
<ul style="list-style-type: none"> • Student Field Experience • Field placements • Project placements • Independent studies • Clinical Placement Agreements *Including international agreement UNLESS there is a student exchange element to it	Relevant Faculty	Dean of the relevant Faculty
Agreements for the creation or dissolution of centres or institutes	Relevant Faculty/Office of V-P	Provost and V-P (Academic)
Confidentiality Agreements relating to academic/course information	Provost and V-P (Academic)	Provost and V-P (Academic)
Academic Conference or Workshop Agreements	Provost and V-P (Academic)	Dean of the relevant Faculty and Provost and V-P (Academic)
Academic Funding Agreements (Faculty Specific)	Relevant Faculty	Provost and V-P (Academic) and Dean of the relevant Faculty
Academic Funding Agreements (Institutional with more than one Faculty)	Provost and V-P (Academic)	Provost and V-P (Academic)
Graduate Student Funding/Scholarship Agreements	Faculty of Graduate Studies and Research	Dean, Faculty of Graduate Studies and Research
Other Academic Agreements not dealt with elsewhere in this document	Provost and V-P (Academic)	Provost and V-P (Academic)
Post-graduate Medical Education Agreements (including placement agreements) with domestic or international institutions	Faculty of Medicine & Dentistry	Provost and V-P (Academic) and the Dean of the Faculty of Medicine & Dentistry
Letters of Engagement for medical residents and/or fellows	Faculty of Medicine & Dentistry	Dean, Faculty of Medicine & Dentistry

E. Employment

Contracts for the hiring of staff and for all other agreements relating to the management and administration of employee matters. In all cases, any relevant provisions of the relevant Collective Agreement must be complied with.

Document Description	Dept Responsible	Signing Authority
Appointment letters	Relevant Faculty/Office of V-P /Libraries	The provisions of the relevant Collective Agreement, Handbook and any relevant University policies and procedures must be followed.
President	Board of Governors	Chair -Board of Governors
Senior Executive	President	President
Collective Agreements	Human Resources, Health, Safety & Environment	V-P (University Services and Finance) and Provost and V-P (Academic)
Pension Agreements	Human Resources, Health, Safety & Environment	President and V-P (University Services and Finance) <ul style="list-style-type: none"> • Need to comply with s. 69 of PSLA

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Document Description	Dept Responsible	Signing Authority
Supplemental Retirement Plans	Human Resources, Health, Safety & Environment	As determined by BHRCC • Need to comply with s.69 of the PSLA
Secondment Agreements (both to and from the University) – Faculty Position	Faculty Relations	Dean of the relevant Faculty and Provost and V-P (Academic)
Secondment Agreements for Academic Staff (both to and from the University) – Non-Faculty Position	Relevant Faculty/Office of V-P	Provost and V-P (Academic) for positions within Faculties and Relevant V-P for positions within administrative units
Secondment Agreements (both to and from the University) – Academic Administrators (Excluded)	Faculty Relations	Provost and V-P (Academic)
Secondment Agreements (both to and from the University) – MAPS and Excluded Support Staff	Human Resources, Health, Safety & Environment	Relevant V-P
Secondment Agreements (both to and from the University) – Non-academic position (NASA)	Relevant Faculty/Office of V-P and Human Resources, Health, Safety & Environment	Dean of the relevant Faculty (if applicable) and V-P of the relevant Department
Resignation/Separation Agreements (Academic Position)	Human Resources, Health, Safety & Environment	Provost and V-P (Academic)
Resignation/Separation Agreements (NASA Position)	Human Resources, Health, Safety & Environment	V-P (University Services and Finance)
Resignation/Separation Agreements – MAPS & Excluded Support Staff	Human Resources, Health, Safety & Environment	In accordance with the term of the relevant Handbook and policies and procedures
Resignation/Separation Agreements – Academic Administrators (Excluded)	Faculty Relations	Provost and V-P (Academic)

F. Purchasing (Goods and Services)

Purchase or acquisition of all goods and services not described in any other category, even if there is no cost associated with acquiring the goods or service. This section includes contracts for building construction and alterations and for the retention of professional services (i.e. consulting agreements). Note that all SMS procurement policies and procedures will also apply to such purchases, including the delegation of authority to the faculties and administrative units for certain types of purchases that are set out in the Supply of Goods and Services Policy and its related procedures. (ex. Low dollar system purchase procedure; Corporate Purchasing Card procedure).

Document Description	Dept Responsible	Signing Authority
Goods and Services	Procurement	AVP (Finance, Procurement and Planning)
Insurance Contracts	Internal Audit and Risk Management	AVP (Finance, Procurement and Planning) and V-P (University Services and Finance)
License of Software to the University	Procurement	V-P (University Services and Finance)
Law Firm Retainer Agreements	Office of General Counsel	V-P (University Services and Finance) and General Counsel

G. Utilities

All contracts relating to the acquisition of utility services.

Document Description	Dept Responsible	Signing Authority
Short Term Contracts for Utilities (less than 1 year) < \$1,000,000	V-P (Facilities and Operations)	AVP (Utilities)
Short Term Contracts for Utilities (less than 1 year) > \$1 million	V-P (Facilities and Operations)	AVP (Utilities) and V-P (Facilities and Operations)

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Document Description	Dept Responsible	Signing Authority
Long Term Contracts for Utilities (greater than 1 year)	V-P (Facilities and Operations)	AVP (Utilities) and V-P (Facilities and Operations)

H. Advancement

Any Agreement relating to the advancement activities of the University, including such things as estates and gift planning.

Document Description	Dept Responsible	Signing Authority
Estate Administration Agreements (such as releases and approval of estate accounts)	Office of Advancement	V-P (External Relations)
Interest free loans and trusts (charitable remainder or residual)	Office of Advancement	V-P (External Relations) and V-P (University Services and Finance) • Requires prior review by Financial Services
Gifts of Land to the University	Office of Advancement	V-P (External Relations) • Requires prior review by office of V-P (Facility and Operations)
Assignment of leases or royalty agreements to the University	Office of Advancement	V-P (External Relations) • Requires prior review by Financial Services
Affinity Agreements for alumni (ex. credit card or insurance agreements)	Office of Advancement	V-P (External Relations) • Requires prior review by Financial Services
Gift Agreements (not including museum, archival or library materials)	Office of Advancement	V-P (External Relations)
Charitable Gift Annuity Agreements (< \$1 million)	Office of Advancement	V-P (External Relations)
Charitable Gift Annuity Agreements (\$1 million - \$5 million)	Office of Advancement	V-P (External Relations) and V-P (University Services and Finance)
Charitable Gift Annuity Agreements (> \$5 million)	Office of Advancement	V-P (External Relations) and President
Endowment Funds - [Statement of Trust]	Office of Advancement	V-P (External Relations)

I. International

Contracts and agreements with funding agencies for international activities or related to international partnerships/relationships.

Document Description	Dept Responsible	Signing Authority
Letters of agreement, contracts and /or contribution agreements with international funding agencies	University of Alberta International	Provost and V-P (Academic) and relevant Dean if the agreement is Faculty-specific
Letters of agreement, contracts and /or contribution agreements with funding agencies for international activities	University of Alberta International	Provost and V-P (Academic) and relevant Dean if the agreement is Faculty-specific
Commitments to participate in consortia on international projects (not research related)	University of Alberta International	Provost and V-P (Academic) and relevant Dean if the agreement is Faculty-specific
Amendments to previously approved funding or contribution agreements	University of Alberta International	Vice-Provost and AVP (International)
Memoranda of understanding, letters of agreement and/or contracts with international entities	University of Alberta International	Provost and V-P (Academic) and relevant Dean if the agreement is Faculty-specific
Memoranda of understanding, letters of agreement and/or contracts with international entities - Research Related	Provost and V-P (Academic) and V-P (Research and Innovation)	Provost and V-P (Academic) and V-P (Research and Innovation)
International student exchange agreements and other international student mobility agreements (eg. agreements for transfer students, sponsored students, visiting students, post-graduate medical education students, interim exchanges)	University of Alberta International	Provost and V-P (Academic) and relevant Dean if the agreement is Faculty-specific

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Document Description	Dept Responsible	Signing Authority
Contracts for the provision of services by the University to a foreign third party, either directly or through coordinating Canadian organization	University of Alberta International	Provost and V-P (Academic) and relevant Dean if the agreement is Faculty-specific
International Clinical Placement Exchange Agreements	University of Alberta International	Provost and V-P (Academic) and relevant Dean if the agreement is Faculty-specific
Amendment to previously approved International student exchange agreements and other international student mobility agreements	University of Alberta International	Vice- Provost and AVP (International)
Shared Credential Agreement (joint/dual/multi-degree) with institutions outside Canada - undergraduate programs	University of Alberta International	Provost and V-P (Academic) and relevant Dean if the agreement is Faculty-specific
Shared Credential Agreement (joint/dual/multi-degree) with institutions outside Canada – graduate programs	University of Alberta International and Faculty of Graduate Studies & Research	Provost and V-P (Academic) and Dean of Faculty of Graduate Studies & Research and relevant Dean if the agreement is Faculty-specific

J. Settlement Agreements

Any document that settles a legal claim by or against the University. A legal claim includes a civil action, or complaint before a judicial or quasi-judicial tribunal or any other action that potentially engages the liability of the University. This does not include Resignation/Separation Agreements which are covered in Section “E”.

Document Description	Dept Responsible	Signing Authority
Settlement agreements	Office of the General Counsel	Either: 1) the President or 2) the Provost and V-P (Academic); and V-P (University Services and Finance)

K. Athletics

All contracts relating to the various athletic programs at the University.

Document Description	Dept Responsible	Signing Authority
Athletic Program Agreements	Relevant Faculty	Dean of the relevant Faculty
Athletic Facility - Venue Use or License Agreement	Relevant Faculty	Dean of the relevant Faculty
Agreements relating to teams playing at other locations	Relevant Faculty	Dean of the relevant Faculty

L. Library, Bookstore, Museums & Collections and University Press

All contracts relating to the acquisition and provision of library information resources, bookstore materials for resale, and for the acquisition of collections for museums and collections and archives.

Document Description	Dept Responsible	Signing Authority
Agreements for the acquisition of collections, information resources and related products	Libraries	Vice-Provost (Library and Museums)
Agreements for the re-sale, distribution or redistribution of information resources and related products	Libraries or University Press	Vice-Provost (Library and Museums)
Agreements for the re-sale, distribution or redistribution of information resources and related products	University Bookstore	AVP (Campus Services)
Information Resource Licenses	Libraries	Vice-Provost (Library and Museums)
Information Resource Licenses	University Bookstore	AVP (Campus Services)
Museums and Collections Acquisitions/Donation Agreements	Museums and Collections Services/Relevant Faculty	Vice-Provost (Library and Museums)
Libraries Acquisitions/Donation Agreements	Libraries	Vice-Provost (Library and Museums)

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Document Description	Dept Responsible	Signing Authority
Loans of Museum Objects	Museums and Collections Services/Relevant Faculty or Department	Vice-Provost (Library and Museums)
Loans of Libraries & Archives Material/Exhibits	Libraries	Vice-Provost (Library and Museums)
Copyright and license agreements for reproductions of digitized images and works of the Libraries and Archives	Libraries or University Press	Vice-Provost (Library and Museums)
Copyright and license agreements for reproductions of work of art and related museum objects	Libraries or University Press or Museums and Collections Services	Vice-Provost (Library and Museums)
License Agreements for use of collections data	Museums and Collections Services/Relevant Faculty or Department	Vice-Provost (Library and Museums)
Funding agreements with museum-specific program Note: museums granting agencies require central unit with museum expertise to coordinate museum grant applications to ensure compliance with museum practices and legislation	Museums and Collections Services	Vice-Provost (Library and Museums)
Funding agreements with library and archives specific program <ul style="list-style-type: none"> • Note: library and archives granting agencies require central unit with library and archives expertise to coordinate grant applications to ensure compliance with library and archives practices and legislation 	Libraries	Vice-Provost (Library and Museums)
Agreements for the provision of information resources and services to third parties	Libraries	Vice-Provost (Library and Museums)
Agreements for the purchase of goods and services directly relating to the above noted areas (and not otherwise falling within the scope of SMS policies and procedures)	Libraries or Museums and Collections Services	Vice-Provost (Library and Museums)
Agreements to share information resources and other services with other parties	Libraries or University Press	Vice-Provost (Library and Museums)

M. Miscellaneous

Document Description	Dept Responsible	Signing Authority
Prescription Drugs (Non-Research)	University Pharmacy	AVP (Campus Services)
Agreements for live animal purchase	Relevant Faculty	Dean of the relevant Faculty and Director of Animal Care
Other sales of goods	Relevant Faculty/Office of V-P	Dean of the relevant Faculty/Relevant V-P
Contract for the provision of services by the University to a third party	Relevant Faculty/Office of V-P/libraries providing the service	Dean of the relevant Faculty/Relevant V-P/Relevant Associate V-P
Joint Venture, Partnership or other similar agreements (which are not dealt with elsewhere in this Schedule A)	Relevant Faculty/Office of V-P	Provost and V-P (Academic) and V-P (University Services and Finance) May require prior approval from Lieutenant Governor in Council – see PSLA
Waivers or Releases	Relevant Faculty/Office of V-P	Dean of the relevant Faculty/Relevant Vice-President
Student Residence Leases and Contracts	Campus Services	AVP (Campus Services)
Information Sharing Agreements (as contemplated under FOIPP)	Information and Privacy Office	Provost and V-P (Academic)
Conference or Workshop Agreements for other than Academic matters (see Section “D”)	Relevant Faculty/Office of V-P	Dean of the relevant Faculty or Relevant V-P
Agreements for third parties to film on campus	V-P (External Relations)	V-P (Facilities and Operations) and V-P (External Relations)
Confidentiality or Non-Disclosure Agreements (non-research)	Relevant Faculty/Office of V-P	Relevant V-P

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Document Description	Dept Responsible	Signing Authority
Assignment or transfer of Copyright and other Copyright Agreements (non-research)	Relevant Faculty/Office of V-P	Dean of the relevant Faculty or Relevant V-P
Sponsorship Agreements	Relevant Faculty/Office of V-P	Dean of the relevant Faculty/Relevant V-P
Non-Research related Site or Facility Access Agreements permitting University personnel to access a third party's site or facilities	Relevant Faculty/Office of V-P	Dean of the relevant Faculty/Relevant V-P

N. Contracts - Other

Any type of contract not otherwise described in this Schedule, such as Confidentiality Agreements.

Document Description	Dept Responsible	Signing Authority
Contract < \$100,000	Relevant Faculty/Office of V-P	Dean of the relevant Faculty/Relevant Assoc. V-P/V-P
Contract > \$100,000 - \$1 Million	Faculty/Office of V-P	President/Relevant V-P
Contract >\$1 - \$5 Million	Faculty/Office of V-P	Provost and V-P (Academic) and V-P (University Services and Finance)
Contract > \$5 Million	Faculty/Office of V-P	President and Provost and V-P (Academic)