

Delegation of Signature Authority Chart

Updated 02.05.24

Department	Area w/in Department	Individual / Preferred Signature	Title	Authority Granted
Academic Affairs	All	Heather Hulburt Norris	Provost & Executive Vice Chancellor	All. No financial limits.
	Independent Personal Service, Guest Speaker, and Educational Course Development Template Agreements and any other contracts for Academic Affairs that route through TCM.	Talana J. Bell	Chief Financial Officer for Academic Affairs	All agreements/contracts in the TCM system including third party agreement & all templates for AA. No financial limits. All NTT Faculty Contracts and all Summer, Distance Education, and App State Online (ASO) Faculty contracts.
	Office of Research and Office of Student Research	Vacant	Vice Provost for Research	N/A
		Charna Howson	Director of the Office of Research	Any documents for Office of Research or Student Research, and grants. No financial limits.
	Information Technology Services	Tom Van Gilder	Interim Associate Vice Chancellor and Chief Information Officer	Any ITS contracts for the following: (1) Purchase of new software; (2) IT License Agreements; (3) Website Agreements; (4) Data Transfer Agreements; (5) IT Software Services/Maintenance Agreements; and (6) any other contractual documents related to the operations of ITS. No financial limits.
Appalachian State University Foundation, Inc.	All	Jane Barghothi	President	All. No financial limits.

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Athletics	All	Douglas Gillin	Athletics Director	May sign any agreements; is required to sign any contract at \$10,000 or more.
	All	Jonathan B. Reeder	Deputy Athletics Director /CFO	Any agreements up to a value of \$10,000 and hotel/game agreements up to \$10,000 for the following sports: Baseball, Wrestling, Women's Soccer, Softball, Football and Men's Basketball. Also authorized to make accounting manual exceptions up to limits provide by Gillin on 03.08.23
	Volleyball, Women's Basketball, Women's Tennis, Track & Field, Cross Country, and Field Hockey	Erika Cheung	Senior Associate Athletics Director	Hotel and Game agreements up to \$10,000 for the following sports: Volleyball, Women's Basketball, Women's Tennis, Track & Field, Cross Country, and Field Hockey
	Men's and Women's Golf	Spencer Bridges	Associate Athletics Director for Revenue	Hotel and Game agreements up to \$10,000 for Men's and Women's Golf Only.
	Cheerleading	Sarah Strickland	Associate Athletics Director	Hotel and Game agreements up to \$10,000 for Cheerleading Only.
Chancellor's Office	All	Sheri Everts	Chancellor	All. No financial limits. All Academy at Middle Fork Contracts and Records
	In Chancellor's absence all; Division of External Affairs and Strategic Initiatives; Turchin/Schaefer and Communications	Hank T. Foreman	Vice Chancellor for External Affairs and Strategic Initiatives	All (Including all direct reports to the Division of External Affairs and Strategic Initiatives). No financial limits.
	Turchin/Schaefer Center	Elizabeth Auer	Executive Director of Arts Engagement and Cultural Resources	All agreements, other than HR, for Turchin and Schaefer, up to \$75,000.

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	University Communications	Megan Hayes	Associate Vice Chancellor and Chief Communications Officer	All financial documents and contracts documentation for UComm up to \$25,000.
	University Events/Grandview Ballroom	Margaret McCoy	Executive Director of Donor Engagement and University Events	Contracts for university events up to a value of Ten Thousand Dollars (\$10,000 including alumni events, catering contracts, rentals and other agreements for events held in Grandview Ballroom, and other facility use agreements issued by her office.
Division of Institutional Integrity	All (and direct reports as listed) Includes: Office of General Counsel, Enterprise Risk Management, Office of Title IX Compliance, Clery Compliance, Office of Disability Resources, and Internal Audit.	Paul Meggett	General Counsel	All. No financial limits. And Settlement Agreements on behalf of University up to a value of \$50,000.
Enrollment Management	All	Troy Johnson	Vice Chancellor for Enrollment Management	All, except articulation agreements. No financial limits.
Finance and Operations	All (including Human Resources)	Daniel Layzell	Vice Chancellor for Finance and Operations	All. No financial limits.
	Conference and Event Services	Frances Keel	Director of Conference and Event Services	All contracts for Conference and Event Services. No financial limits.
	Controller's Office	David Jamison	University Controller	Vendor Credit Applications and Direct Deposit Enrollment Forms CP30-Dual Enrollment Forms

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	Materials Management/Purchasing	Chad Hicks	Director of Materials Management	Vendor Credit Applications and Direct Deposit Enrollment Forms
	New York Loft (Finance and Operations)	Amanda Whittington	Manager of Operations	New York Loft Guest Reservation Agreements
Student Affairs	All	JJ Brown	Vice Chancellor for Student Affairs	All. No financial limits.
	All	Matthew Dull	Associate Vice Chancellor for Student Affairs	All. No financial limits. (interchangeable with VC for SA).
University Advancement	All	Jane Barghothi	Vice Chancellor for University Advancement	All. No financial limits.