

Delegation of Signature Authority Chart

Updated 09/10/24

Department	Area w/in Department	Individual / Preferred Signature	Title	Authority Granted
Academic Affairs	All	Neva J. Specht	Acting Provost	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 including Sponsored Programs, Student Research, and Research Protections.	Christine Hendren	Vice Provost for Research and Innovation	All contracts and legal documents for the Office of Research. No financial limits.
	Office of Research, Sponsored Programs	Charna Howson	Director of the Sponsored Programs	Any contracts or legal documents for sponsored programs. No financial limits.
Appalachian State University Foundation, Inc.		Will Sears	Interim President	All. No financial limits.
Athletics	All	Douglas Gillin	Athletics Director	May sign any agreements; is required to sign any contract at \$10,000 or more.

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	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 provided 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
	Cheerleading	Sarah Strickland	Associate Athletics Director	Hotel and Game agreements up to \$10,000 for Cheerleading Only.
Chancellor's Office	All	Heather Norris	Interim Chancellor	All. No financial limits. All lab school 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/ Chief of Staff	All. No financial limits in absence of Chancellor.
	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.
	Information Technology Services	Keith Werner	Chief Information Officer (CIO)	All contracts for the purchase of new software, IT license agreements, website agreements, data transfer agreements, maintenance agreements, employment agreements, and other contracts related to the operation of ITS.

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	University Communications	Megan Hayes	Associate Vice Chancellor and Chief Communications Officer	All financial documents and contracts for UComm up to \$25,000.
	University Events/Grandview Ballroom	Margaret McCoy	Executive Director of Donor Engagement and University Events	Contracts for university events held in Grandview Ballroom and other facility use agreements issued by her office, up to a value of Ten Thousand Dollars (\$10,000).
Division of Institutional Integrity	All (and direct reports as listed) Includes OGC, Access & Equity, Office of Compliance and Ethics (including Enterprise Risk Management), and Internal Audit.	Brad Trahan	Interim General Counsel and Director of the Division of Institutional Integrity	Contracts up to a value of \$50,000. May sign contracts over \$50,000 with prior approval of Chancellor. May sign settlement agreements on behalf of the University up to a value of \$74,999 with prior approval of Chancellor.
Enrollment Management	All	Troy Johnson	Vice Chancellor for Enrollment Management	All, except articulation agreements. No financial limits.
Finance and Operations	Finance and Budget	John Adams	Interim Chief Financial Officer	All. No financial limits.
	Campus Services including App Card Office, Campus Dining, Campus Bookstore, Conference and Event Services, Parking and Transportation, and University Post Office	J.J. Brown	Vice Chancellor for Student Affairs	All. No financial limits.
	Facilities Operations; Planning, Design and Construction; New River Light and Power; Human Resources; and the Office of Sustainability	Hank T. Foreman	Vice Chancellor for External Affairs and Strategic Initiatives/ Chief of Staff	All. No financial limits.

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	Human Resources	Kimberly Ladenthin	HR Business Partner-Academic Affairs	Immigration petitions for H1-B status or sponsorship for permanent residence.
	Human Resources	Kevin Delgado-Valentin	Director of Employment	Immigration petitions for H1-B status or sponsorship for permanent residence; only in the event of Kimberly Ladenthin's absence
	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
	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
	New York Loft (Finance and Operations)	Anitra Ball	Executive Assistant	New York Loft Guest Reservation Agreements; only in the event of Amanda Whittington's absence.
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	Will Sears	Interim Vice Chancellor for University Advancement	All. No financial limits.