

DELEGATED AUTHORITY TO SIGN CONTRACTS AND OTHER OFFICIAL DOCUMENTS ON BEHALF OF APPALACHIAN STATE UNIVERSITY.

Supplemental to [University Policy 102, University Contracts and Delegation of Signature Authority](#)

Last Updated October 7, 2025

This chart is the authoritative document indicating the positions to which the Chancellor has delegated signature authority for Appalachian State University contracts and other official documents. Please contact the [Office of General Counsel](#) with questions or concerns.

Campus Officials Authorized to Sign Contracts and Official Documents on behalf of Appalachian State	
University-Wide Authority and Chancellor's Office	
Officer	Authority
Chancellor	To sign all contracts and agreements for the University.
Chief of Staff	<p>To sign on behalf of the Chancellor in her absence.</p> <p>As delegated by the Chancellor, to sign all contracts and agreements for (a) Chancellor Events and External Affairs, (b) Community Relations, and (c) University events held in Grandview Ballroom, as limited by the approved budget.</p> <p>To sign template personnel appointment and separation documents; specified offers of employment, notices, and payroll action forms on behalf of the Chancellor.</p>

Academic & Student Affairs

Officer	Authority
Executive Vice Chancellor & Provost	<p>All contracts and agreements for the Division of Academic and Student Affairs, as limited by the approved budget.</p> <p>To sign template personnel appointment and separation documents; specified offers of employment, notices, and payroll action forms for the Division of Academic and Student Affairs.</p> <p>May sign Settlement Agreements on behalf of the University up to a value of \$74,999, after advice and counsel from the Office of General Counsel.</p>
Vice Provost for Resource Management	<p>As delegated by the Executive Vice Chancellor & Provost, all Division of Academic and Student Affairs agreements and contracts in the TCM system, including third-party agreements and all templates for the Division of Academic and Student Affairs, except Affiliation and Articulation Agreements. Financial spending is limited by the approved budget.</p> <p>All NTT Faculty Contracts and all Summer, Distance Education, Project Kitty Hawk (PKH) and AppState Online (ASO) Faculty Contracts.</p>
Academic Affairs Contracting and Budgeting Business Manager	<p>As delegated by the Executive Vice Chancellor & Provost, all Division of Academic and Student Affairs agreements and contracts in the TCM system, including third-party agreements and all templates for the Division of Academic and Student Affairs, except Affiliation and Articulation Agreements. Financial spending is limited by the approved budget; only in the event of the absence of the Vice Provost for Resource Management.</p> <p>All NTT Faculty Contracts and all Summer, Distance Education, Project Kitty Hawk (PKH) and AppState Online (ASO) Faculty Contracts; only in the event of the absence of the Academic Affairs Vice Provost for Resource Management.</p>
Deans	<p>As delegated by the Executive Vice Chancellor & Provost, (1) all domestic collaboration/affiliation agreements, including clinical practicum or field placement agreements for the University.</p>

Advancement

Officer	Authority
Vice Chancellor for University Advancement	<p>All contracts and agreements for the Division of University Advancement as limited by the approved budget.</p> <p>To sign template personnel appointment and separation documents; specified offers of employment, notices, and payroll action forms for the Division of University Advancement.</p>

Athletics

Athletics Director	<p>To sign any contracts and agreements for the Athletics Department; required to sign any contract valued at \$10,000 or more, as limited by the approved budget.</p> <p>To sign template personnel appointment and separation documents; specified offers of employment, notices, and payroll action forms for the Athletics Department.</p>
Deputy Athletics Director and Athletics Chief Financial Officer	As delegated by the Athletics Director, any Athletics Department agreements up to a value of \$10,000 and hotel/game agreements up to \$10,000 for all sports, as limited by the approved budget. applications to or agreements with the North Carolina Alcoholic Beverage Control (ABC) Commission.
Senior Deputy Athletics Director and Chief Revenue Officer	As delegated by the Athletics Director, to sign Athletics Department facility use agreements, sponsorship contracts, donation agreements, and vendor contracts up to a value of \$10,000. Financial spending is limited by the approved budget.
Athletics Chief Strategy Officer	As delegated by the Athletics Director, to sign NIL and other related agreements.

Budget and Finance

Officer	Authority
Chief Financial Officer	<p>All contracts and agreements for the Budget and Finance Division, as limited by the approved budget. No financial limits.</p> <p>To sign template personnel appointment and separation documents; specified offers of employment, notices, and payroll action forms for the Budget and Finance Division.</p>
Associate Vice Chancellor & University Controller	As delegated by the Chief Financial Officer, to sign Vendor Credit applications and Direct Deposit Enrollment Forms; CP30-Dual Enrollment Forms; IRS Form W-9 and series W-8, 1042 and 1099; IRS forms series 941 (Payroll Tax Forms) and other matters as designated on IRS Form 28248; NC Department of Revenue Payroll Tax Filings; North Carolina Department of Revenue Sales Tax Exemptions.
Executive Director for Contracts and Grants Accounting	As delegated by the University Controller, to sign all financial documents related to Contracts and Grants post-award compliance for University Sponsored Programs. Can delegate signature authority to Assistant Directors and Contracts and Grants Accountants to sign invoices sent to program sponsors.
Chief Procurement Officer	As delegated by the University Controller, Vendor Credit Applications and Direct Deposit Enrollment Forms, NC Sales Tax Exemptions, and Procurement forms such as formal bids, RFP, RFQs, Vendor Credit Applications and Direct Deposit Enrollment Forms
Senior Associate Controller (Tax)	As delegated by the University Controller, to sign Vendor ACH requests, Credit Applications, and Direct Deposit Enrollment Forms, and IRS Form W-9 and North Carolina Sales Tax Exemption Forms.
Senior Associate Controller (Accounts Receivable/ Payable)	As delegated by the University Controller, to sign Vendor ACH requests, Credit Applications, and Direct Deposit Enrollment Forms, and IRS Form W-9 and North Carolina Sales Tax Exemption Forms.
Tax Compliance Director	As delegated by the University Controller, to sign IRS form W-9 and North Carolina Sales Tax Exemption Forms.

Foundation

Officer	Authority
President	All contracts and agreements for the Foundation. Financial spending may be limited by the Foundation Board of Directors and approved Foundation budget. No financial limits.

Information Technology

Officer	Authority
Chief Information Officer	<p>All contracts for the purchase of new software; IT License Agreements, Website Agreements, Data Transfer Agreements, Data Protection Agreements, Maintenance Agreements, Employment Agreements, and other contracts related to the operation of Information Technology Systems (ITS), as limited by the approved budget. Financial spending is limited by the approved budget.</p> <p>To sign template personnel appointment and separation documents; specified offers of employment, notices, and payroll action forms for the Information Technology Division.</p>

Institutional Integrity

Officer	Authority
General Counsel and Vice Chancellor of Institutional Integrity	<p>To sign purchasing contracts and/or service contracts, consistent with applicable UNC System Office policies, for the Division of Institutional Integrity up to a value of \$50,000, as limited by the approved budget.</p> <p>May sign contracts over \$50,000 with prior approval of the Chancellor.</p> <p>May sign Settlement Agreements on behalf of the University up to a value of \$74,999, with prior approval of the Chancellor.</p> <p>To sign template personnel appointment and separation documents; specified offers of employment, notices, and payroll action forms for the Division of Institutional Integrity.</p>

	<p>To sign all documents relating to University Insurance (e.g. renewals, claims, premium payments, adjustments, etc.)</p> <p>To sign documentation on behalf of the university related to the acceptance of legal process, and legal opinions and certifications on behalf of the University.</p>
Director of Legal and Compliance Operations	As delegated by the General Counsel and Vice Chancellor of Institutional Integrity, to sign purchasing contracts and other legal documents for the Division of Institutional Integrity up to \$10,000, and as limited by the approved budget.
Chief Audit Officer	As delegated by the General Counsel and Vice Chancellor of Institutional Integrity, to sign purchasing contracts and other required certifications for the Office of Internal Audits as limited by the approved budget
Executive Director of Access & Opportunity	As delegated by the General Counsel and Vice Chancellor of Institutional Integrity, to sign purchasing contracts and other required certifications for the Office of Access & Opportunity as limited by the approved budget.
Chief Compliance and Ethics Officer	As delegated by the General Counsel and Vice Chancellor of Institutional Integrity, to sign purchasing contracts and other required certifications for the Office of Compliance & Ethics, as limited by the approved budget.
Operations	
Officer	Authority
Executive Vice Chancellor & Chief Operating Officer	<p>All contracts and agreements for the Operations Division subject to any limitations as established by the approved budget. No financial limits.</p> <p>To sign template personnel appointment and separation documents; specified offers of employment, notices, and payroll action forms for the Operations Division.</p> <p>May sign Settlement Agreements on behalf of the University up to a value of \$74,999, after advice and counsel from the Office of General Counsel.</p>
Deputy Chief Operating Officer	As delegated by the Executive Vice Chancellor & Chief Operating Officer, all contracts and agreements for the Operations Division subject, as within the approved budget.
Associate Vice Chancellor for Human Resources	As delegated by the Executive Vice Chancellor & Chief Operating Officer, Immigration petitions for H1-B status or sponsorship for permanent residence.

	Settlement Agreements related employment disputes and workers' compensation, up to \$15,000, after advice and counsel from the Office of General Counsel.
Director of Conference & Event Services	As delegated by the Executive Vice Chancellor & Chief Operating Officer, All contracts for Conference and Event Services. Financial spending is limited by the approved budget.
Research and Innovation	
Officer	Authority
Vice Chancellor for Research & Innovation	<p>All contracts and legal documents for the Office of Research, including any required documentation of F&A distributions, Sponsored Programs, Student Research, and Research Protections. Financial spending is limited by the approved budget.</p> <p>To sign 1) joint intellectual property agreements with other entities for the patenting and licensing of intellectual property, (2) USPTO applications, (3) agreements for research to be sponsored by the University and conducted by another entity on behalf of the University, and (4) confidential disclosure agreements and nondisclosure agreements related to (a) research to be conducted or proposed to be conducted by the University; (b) research to be sponsored by the University and conducted by another entity on behalf of the University; or (c) technology development and/or transfer that involves the University.</p> <p>To sign template personnel appointment and separation documents; specified offers of employment, notices, and payroll action forms for the Office for Research & Innovation.</p>
Director of Sponsored Programs	As delegated by the Vice Chancellor for Research & Innovation, any contracts or legal documents for Sponsored Programs. Financial spending is limited by the approved budget.
Director of Research Protections	As delegated by the Vice Chancellor for Research & Innovation, any contracts or legal documents any contracts or legal documents related to Human Subject Protocols.