

	<i>Policy Sponsor:</i> <i>Board of Governors</i>	<i>Approval Date:</i> <i>June 24, 2008</i>
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**Document Execution/Contract
Signing Authority Policy**

Responsible Unit:

The purpose of this Policy is to specify the signing authorities required for various types of contracts and legal instruments which may be entered into on behalf of the University.

Application

This Policy applies to all contracts to which the University is a party, including, but not limited to, contracts involving the University's Faculties, academic departments, administrative units, and its unincorporated entities and institutes.

This policy does not apply to:

- banking instruments covered by the Board's *Signing Authority Resolution Respecting Banking*, approved by the Board February 16, 1998, or successor resolutions
- agreements, instructions and approvals covered by the *Endowment Investments Signing Authority*, approved by the Board November 16, 2000, or successor policies
- instructions and approvals covered by the *Investment Policy for University Cash Surplus Balances*, approved by the Board Investment Committee December 9, 1999
- Cheque signing policies and procedures
- Internal spending authorities and related authorizations or approvals processes
- purchases made under the *Purchasing Policy* without a contract document using one of the following methods: purchasing card, direct purchase arrangement, purchase orders or purchase requisitions.

Definitions

In this Policy,

"Board" means the Board of Governors of Dalhousie University;

"contract" means any written agreement, contract, subcontract, letter of intent, memorandum of understanding, memorandum of agreement, lease, license, donor agreement, deed, grant, certificate,
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Subject to subsection (b) (second signature) and subsection (c) (Board approval), contracts must be

- v. concerns the purchase or sale of shares with a fair market value of \$1 million or greater, except if in relation to a gift or other donation to the University;
- vi. is a collective bargaining agreement; or
- vii. the President or Board Executive Committee determines that Board consideration and approval is required.

2. Delegation of Signing Authority

a) Standard Form Contracts

- i) For contracts that are in a form that has been approved by University Legal Counsel Office, the President and Vice-Presidents may delegate authority to sign such contracts to individuals who are in a direct reporting relationship with them and who hold the position of Assistant Vice-President, Associate Vice-President, Vice-Provost, Dean, Executive Director or Director, provided that such contracts do not otherwise require a second signature or Board approval.
- ii) The President shall adopt procedures for the delegation of signing authority under this subsection.

b) Research Grants

- i) For research grants that are part of a government or recognized research funding agency program, the Vice-President Research and Innovation may delegate authority to sign grant applications and related documentation on behalf of the University to an individual who is in a direct reporting relationship to the Vice-President Research and Innovation and who holds the position of Associate Vice-President, Assistant Vice-President, Executive Director or Director.
- ii)

- e) research contracts, unless they require a second signature or Board approval or unless they relate to a project that may involve multiple parties that are not research institutions;
- f) research material transfer agreements;
- g) contracts that have been reviewed by legal counsel external to the University pursuant to an arrangement approved by University Legal Counsel; and
- h) contracts that relate to accommodation or conference facilities that have a face value of less than \$30,000.

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Document Execution/Contract Signing Authority Policy Delegation Procedures
(approved by the President, June 27, 2008)

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Offers of Employment/Appointment approvals process

(approved by the President, June 27, 2008)

1. For appointments to the positions of Associate Vice-President and Assistant Vice-President for which there is no requirement for an academic appointment, the officer to whom such appointee is to report shall have the authority to make the offer of appointment, provided that the position and appointment have been approved in advance by the President, in consultation with the Board Governance and Human Resources Committee.
2. For all appointments made to positions within the Canadian Union of Public Employees bargaining unit (part-time academics assigned to teach specific courses, teaching assistants, markers and mess
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