

VIRGINIA MILITARY INSTITUTE

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12 September 2023

MEMORANDUM for the Record

SUBJECT: Delegation of Contractual Authority

TO: Board of Visitors

The Board of Visitors reaffirm that the Superintendent and the Deputy Superintendent for Finance and Support shall be authorized to sign, execute, and implement without limitation or restriction such agreements and contracts as necessary to accomplish the objectives of the Institute.

The Superintendent and the Deputy Superintendent for Finance and Support may grant authorization for designees for the same, provided that such authorization shall be in writing and include specific types of contracts and agreements and any other applicable restrictions or limitations.

Pursuant to the authority vested in the Superintendent (and the Deputy Superintendent for Finance and Support) by the Board of Visitors, contracting authority is hereby delegated as follows:

CONTRACTUAL AUTHORITY

1. The Deputy Superintendent for Academics and Dean of the Faculty, Chief Information Officer, the Commandant of Cadets, the Director of Intercollegiate Athletics, the Chief of Staff, and the Director of the Center for Leadership & Ethics are authorized to execute contracts for the employment of all teaching faculty, administrative and professional staff, classified and part-time employees subject to the following stipulations:
 - a. Contracts for *full-time* teaching faculty and administrative and professional staff shall be executed only after consultation with the Superintendent, and
 - b. Contracts shall be executed only after the confirmation of the adequacy of funding.
 - c. The authority to execute contracts for the employment of part-time teaching faculty and other academic support part-time employees may be delegated by the Deputy Superintendent for Academics and Dean of the Faculty to the Associate Dean of the Faculty.
 - d. The authority to execute contracts for the employment of part-time administrators in the Office of the Commandant may be delegated by the Commandant of Cadets to the Deputy Commandant.

NOTE: The above stipulations shall also apply to contracts executed by the Deputy Superintendent for Finance and Support.

1. The Director of Intercollegiate Athletics is authorized to execute individual contracts whereby VMI will receive revenues up to \$100,000 for athletic games, events and game guarantees.