



FLORIDA A&M UNIVERSITY
Office of the General Counsel

DELEGATIONS OF AUTHORITY INDEX

Effective Date	Authority Delegated to the Following Position	Authority Delegated	Re-Delegation
DELEGATIONS OF AUTHORITY BY PRESIDENT			
May 6, 2008	Executive Vice President/Chief Operating Officer, Provost and Designated Vice Presidents	Delegation of authority to administer provisions of Chapter 10 of FAMU Regulations, as President's designee, effecting employment and personnel actions.	Not Authorized
August 14, 2023	Donald Palm Executive Vice President and Chief Operating Officer	<ul style="list-style-type: none"> • Oversee University operations in the absence of the President. • Reviewing and executing contracts and agreements pertaining to COO's duties and responsibilities and consistent with FAMU Regulations 1.021, 6.001, and 6.005; and • Approving travel under Section 112.061, F.S., and consistent with FAMU Regulation 1.021. 	Not Authorized
June 15, 2023	Allyson Watson Provost and Vice President for Academic Affairs	<ul style="list-style-type: none"> • Review and execute contracts and agreements pertaining to academic affairs functions consistent with FAMU Regulations 1.021, 6.001 and 6.005; • Approve travel under Section 112.061, F.S., and consistent with FAMU Regulation 1.021. 	Not Authorized
January 23, 2023	W. Rebecca Brown Vice President for Finance and Administration/Chief Financial Officer	<ul style="list-style-type: none"> • Review and execute contracts and agreements pertaining to Division of Finance and Administration, construction and facilities planning functions, and the Department of Intercollegiate Athletics consistent with FAMU Regulations 1.021, 6.001 and 6.005 and FAMU Board of Trustees Policy Nos. 2005-06 and 2005-7A; • Approve contracts and contract amendments from \$25,000 to \$100,000 in the aggregate in accordance with FAMU Regulation 6.005; • Approve travel under Section 112.061, F.S., and consistent with FAMU Regulation 1.021; • Execute checks to pay legal obligations of the University in accordance with Section 1011.42(7), F.S., and FAMU Regulation 1.021 as approved by FAMU Board of Trustees; • Perform banking transactions in accordance with FAMU Regulation 1.021; • Prepare an annual report concerning the status of accounts receivable charge-offs to the FAMU Board of Trustees in accordance with FAMU Regulation 1.021; • Acquire any lost or abandoned personal property found on the University campus or on premises owned or controlled by the University or any direct support organization thereof; and, if the property is not claimed by the owner within the designated reasonable period of time, ordering it sold at a public auction in accordance with FAMU Regulation 1.021. 	Not Authorized
July 11, 2011	William Hudson, Jr. Vice President for Student Affairs	<ul style="list-style-type: none"> • Review and execute contracts and agreements pertaining to student activity functions consistent with FAMU Regulations 1.021, 6.001 and 6.005; • Approve travel under Section 112.061, F.S., and consistent with FAMU Regulation 1.021; • Administer the Student Code of Conduct, including the issuance of final orders regarding student disciplinary matters consistent with FAMU Regulations 2.012 and 2.013; • Provide purchasing, contracting, and budgetary review processes for student government organizations in accordance with FAMU Regulation 1.021. 	Not Authorized
August 14, 2023	Roddrick Jones Vice President for Strategic Planning, Analysis, and Institutional Effectiveness	<ul style="list-style-type: none"> • Reviewing and executing contracts and agreements pertaining to strategic planning, analysis, and institutional effectiveness functions consistent with FAMU Regulations 1.021, 6.001 and 6.005 and FAMU Board of Trustees Policy Nos. 2005-06 and 2005-7A; • Approving travel under Section 112.061, F.S., and consistent with FAMU Regulation 1.021. 	Not Authorized

Date	Authority Delegated to the Following Position	Authority Delegated	Re-Delegation
March 29, 2019	Joseph Maleszewski Vice President for Audit and Compliance	<ul style="list-style-type: none"> Review and execute contracts and agreements pertaining to audit and compliance functions consistent with FAMU Regulations 1.021, 6.001 and 6.005; Approve travel under Section 112.061, F.S., and consistent with FAMU Regulation 1.021. 	Not Authorized
September 13, 2018	Charles Weatherford Vice President for Research	<ul style="list-style-type: none"> Review and execute contracts and agreements pertaining to research functions consistent with FAMU Regulations 1.021, 6.001 and 6.005; Approve travel under Section 112.061, F.S., and consistent with FAMU Regulation 1.021; Negotiate and execute research contracts on a cost-reimbursement basis and provision of temporary financing of such costs prior to the reimbursement from moneys on deposit in a sponsored research development fund, except as may be prohibited elsewhere by law in accordance with FAMU Regulation 1.021; Perform all things necessary to secure letters of patent, copyrights, and trademarks on any work products and enforcement of the University's rights therein in accordance with Section 1004.23, F.S. and FAMU Regulation 1.021. 	Not Authorized
May 20, 2024	Donald Palm Vice President for University Advancement	<ul style="list-style-type: none"> Review and execute contracts and agreements pertaining to the Division of University Advancement consistent with FAMU Regulations 1.021, 6.001 and 6.005; Approve travel under Section 112.061, F.S., and consistent with FAMU Regulation 1.021; Serve on the board of directors and on the executive committee of the FAMU Foundation; and receive annual budgets and reports of the FAMU Foundation consistent with Regulation 1.021. 	Not Authorized
August 5, 2022	Robert Seniors Vice President for Information Technology/Chief Information Officer	<ul style="list-style-type: none"> Reviewing and executing contracts and agreements pertaining to the Division of Information Technology Services and licensing and acquiring software, maintenance, service and equipment related to operating and developing campus information technology consistent with FAMU Regulations 1.021, 6.001, and 6.005; Approve travel under Section 112.061, F.S., and consistent with FAMU Regulation 1.021. 	Not Authorized
May 17, 2019	D. Denise Wallace Vice President for Legal Affairs and General Counsel	<ul style="list-style-type: none"> Reviewing and executing contracts and agreements pertaining to the Office of the General Counsel and legal services consistent with FAMU Regulations 1.021, 6.001 and 6.005; Approving travel under Section 112.061, F.S., and consistent with FAMU Regulation 1.021; Accepting service of process on behalf of the University Board of Trustees and, in your absence, attorneys in the Office of the General Counsel may accept such service; Reviewing and executing mediation and settlement agreements pertaining to the risk management-related cases consistent with the authority granted in our pre-mediation meetings with counsel and representatives from the Department of Financial Services, Division of Risk Management. 	Not Authorized
DELEGATIONS OF AUTHORITY BY BOARD OF TRUSTEES REGULATION 1.021			
	University President	<ul style="list-style-type: none"> See the administrative duties outlined in Regulation 1.021. 	See Regulation
DELEGATIONS OF AUTHORITY BY BOARD OF TRUSTEES REGULATION 6.005			
	University President	<ul style="list-style-type: none"> Approve contracts and contract amendments up to \$1,000,000. 	Not Authorized
	CFO and Vice President for Administrative and Financial Services (as President's Designee)	<ul style="list-style-type: none"> Approve contracts and contract amendments up to \$100,000. 	Not Authorized
	Director of Purchasing	<ul style="list-style-type: none"> Approve contracts and contract amendments up to \$25,000. 	Not Authorized
DELEGATIONS OF AUTHORITY BY BOARD OF TRUSTEES REGULATION 2.012 and 2.013			
	Dean of Students	<ul style="list-style-type: none"> Examine appeals of decisions from the University Judicial Officer and administrative hearing panels (student disciplinary), Student Supreme Court, Residence Life Conduct Boards, Clubs and Organizations Review Board. 	Per Regulation

