1. PURPOSE

2. CONTRACTING AUTHORIT Y

The contracting authority is responsible for monitoring compliance with the parties' obli
forth in the contract. Failure to properly monitor a contract may expose the University
action, and potential claims of breach or default.

3. DELEGATION OF AUTHOR ITY BY PRESIDENT

Any individual serving in a position designated as a contracting authority in accordance with this Policy sha
have full authority to legally bind the University and, in writing, to designate another individual within their
immediate supervision to legally bind the University on the contracting authority's behalf in his or her absence

3.1. Designations. Subject to the contract thresholds below, the President designates the following University officials as contract authorities as to the specified areas or matters:

3.1.1. Primary delegation of authority. The Provost, the Executive Vice President, General Counsel, and any Vice President are contracting authorities within their respective areas of functional responsibility.

3.3.1.2. All other contracts impacting University real property, including easements, leases, and licenses but not including agreements for short-term use of University facilities, must be approved by the University President. Notice of any easement, lease or license approved in accordance with this policy must be provided annually to the Board of Trustees.

3.3.2. Grant or Gift Contracts. Before any grant or gift agreement is signed, notice of the grant application must be provided in advance to the University Provost for academic/research grants and to the Vice President for University Advancement for all other grants.

3.3.3.

4.2.1. Independent Contractor Agreement (Cannot be used as a substitute for regular employment);

4.2.2. Agreement for Professional Services (Generally for use by the Facilities Department);

4.2.3. Exhibition Loan Agreement;

4.2.4. Entertainment — Performance Agreement;

4.2.5. Speaker Agreement;

4.2.6. Non-Disclosure Agreement;

4.2.7. Image Release Agreement; and

4.2.8. Facility Use Agreement.

4.3. Business office review. All contracts with monetary value in excess of $25,000 must be submitted to the University Business Office for review to assure availability of funds, to avoid conflict with any debt covenants, and to assure consistency with University financial controls and restrictions.

4.4. Information technology review. All contracts impacting University technology resources (including software licenses, hosted solutions, providing or allowing access to University systems/network or data, or allowing access of University data to external sources) must be reviewed in advance by the Chief Information Officer, or a designee, to ensure adequate security and conformance with University IT standards.

4.5. Final approval. After all appropriate reviews have been approved and documented, and the contract has been signed by the contracting authority and authorized third party, an electronic copy of the contract must be placed in the designated University contracts depository system or retained in a searchable system by the offices as set forth in section 5 of this Policy.

5. RETENTION OF CONTRACTS

Contracts will be retained for the retention period established in the University Records Retention Policy as follows:

5.1. Signed academic contracts, including faculty employment contracts and appointment letters, must be retained by the Office of the Provost or the office of the appropriate dean.

5.2. Signed employment contracts, other than executive contracts, shall be retained by the Human Resources Office.

5.3.

6.7. “Signature authority” means the legal right to execute contracts and other written instruments in the name of and on behalf of the University and to bind the University to an obligation or promise.

6.8. “University” and “the University” mean the University of Dallas.

7. RESPONSIBILITIES

Responsible Party

9. POLICY ENFORCEMENT	
Enforcement	The Office of General Counsel or Office of the President will investig suspected violations of this Policy, and take appropriate action in accordance with University policy
Reporting Violations	Report suspected violations of this Policy to the Office of the President or the Office of General Counsel