



## Delegation of Authority

Updated: February 22<sup>nd</sup>, 2024

A delegation of authority is a formal agreement between the University of Wisconsin-Whitewater and the delegated agents identified in this document.

Per Regent Policy Document 13-1, The Chancellor of each institution may delegate authority to specific individuals to efficiently address the operation of our campuses. By means of the attached Delegation of Authority document, I delegate authority as described therein. The authority delegated is not subject to sub-delegation (unless "or designee" is noted) without my prior and express written consent.

A handwritten signature in black ink, appearing to read 'Corey A. King', written over a horizontal line.

Dr. Corey A. King  
Chancellor of University of Wisconsin-Whitewater

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## Delegation by Position

Position	Name	Delegation of Authority - Related Policy
Academic Chairs	Yamin Ahmad, Eric Appleton, Robert Benjamin, Jennifer Betters-Bubon, Jessica Bonjour, Kathy Brady, Andrew Ciganek, Abbie Daly, John Ejnik, Lynn Gilbertson, Edward Gimbel, Lindsey Greviskes, Glenn Hayes, Justin Hofmann, Jonathan Ivry, Jared Janovec, Ozgul Kartal, Kerry Katovich, Daniel Kim, Yeogmin Kim, Margo Kleinfeld, Pilar Melero, Elizabeth Olson, Praveen Parboteeah, Jimmy Peltier, Heather Pelzel, Jenni Petersen, Arjan Premti, Geethamali Samaranayake, Ellie Schemenauer, David Simmons, Amy Stevens, Jeff Suarz, Jennifer Thibodeaux, Donna Vosburgh, Loren Wilbers, Ozgur Yavuzcetin, Jiazhen Zhou,	SYS 191
Assistant Chancellor and Intercollegiate Athletics Director	Ryan Callahan	RPD 13-1, Other Delegations - Purchase of Services and Sale of Services
Assistant Vice Chancellor for Enrollment and Retention	Jackie Briggs	SYS 171, SYS 810
Associate Vice Chancellor for Academic Affairs	Kristin Plessel	SYS 825
Associate Vice Chancellor and Chief Information Officer	Sara Deschner	RPD 25-5, SYS 306, SYS 815
Bursar	Katie Patterson	SYS 326, SYS 805
Chancellor	Corey King	
Chief Human Resources Officer; Assistant Vice Chancellor	Connie Putland	RPD 20-22, SYS 205, SYS 230, SYS 236, SYS 306
Chief of University Police	Matt Kiederlen	UWS 18

Position	Name	Delegation of Authority - Related Policy
Controller	Scott Hilker	SYS 306, SYS 330, SYS 805
Dean of the College of Arts and Communication	Michael Dugan	SYS 191, SYS 230, SYS 240, SYS 346, SYS 825, Other Delegations: Purchase of Services
Dean of the College of Business and Economics	Paul Ambrose	SYS 191, SYS 230, SYS 240, SYS 346, SYS 825
Dean of the College of Education and Professional Studies	Lana Collet-Klingenberg (Interim)	SYS 191, SYS 230, SYS 240, SYS 346, SYS 825,
Dean of the College of Graduate Studies	Matthew Vick	SYS 191, SYS 230, SYS 240, SYS 346, SYS 825
Dean of the College of Integrated Studies	Patricia Clasen	SYS 191, SYS 230, SYS 240, SYS 346, SYS 825, Other Delegations – Purchase of Services
Dean of the College of Letters & Sciences	Jason Janke	SYS 191, SYS 230, SYS 240, SYS 346, SYS 825
Director of Camps & Conferences	Morgan Anderson	UWS 21
Director of Facilities Planning & Management	Brian Zobel	SYS 306
Director of Financial Aid	William Trippett	SYS 205, SYS 306
Director of Procurement	Ryan Moore	RPD 13-1, SYS 236, SYS 306, SYS 342, Other Delegations: Purchase of Services
Director of Research and Sponsored Programs	Carl Fox	SYS 191, SYS 342, SYS 346
Director of Safety and Risk Management	Lance Fredrick	SYS 306
Director of University Housing	Terry Tumbarello	Other Delegations: Purchase of Services
Procurement Specialists	Josh Filer and Teri Drake	Other Delegations: Purchase of Services
Provost and Vice Chancellor for Academic Affairs	John Chenoweth	SYS 191, SYS 210, SYS 230, SYS 240, SYS 342, SYS 344, SYS 346, SYS 805, SYS 825
Recreation Program Director	Therese Kennedy	Other Delegations - Sale of Services
University Center Executive Director	Angela Meldonian	UWS 21, Other Delegations: Purchase of Services

Position	Name	Delegation of Authority - Related Policy
Vice Chancellor for Finance and Administrative Affairs	Brenda Jones	RPD 13-1, RPD 20-22, RPD 21-6, SYS 210, SYS 230, SYS 236, SYS 240, SYS 342, SYS 346, SYS 805, SYS 807, UWS 21, Other Delegations: Purchase of Services and Sale of Services
Vice Chancellor for Student Affairs	Kristin Fillhouer (Interim)	SYS 230, SYS 240, SYS 820, Other Delegations – Purchase of Services and Sale of Services
Young Auditorium Arts Program Director	Michael Morrissey	Other Delegations: Purchase of Services and Sale of Services

## ➤ UW System Administrative Policies & Procedures

A complete list of all Administrative Policies can be found at:

<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/>

The Administrative Policies listed here have provisions relating to delegations. Only those sections relating to delegations are listed. Access to the complete policy is provided by a web link in each delegation listing. Please review each policy in its entirety so the delegation is understood in its proper context.

## ➤ General Contract Approval, Signature Authority, and Reporting (RPD 13-1)

<https://www.wisconsin.edu/regents/policies/general-contract-approval-signature-authority-and-reporting/>

The Board of Regents Authorizes the Secretary of the Board of Regents and the President of the University of Wisconsin System to sign contracts that bind the Board of Regents and/or UW System institutions.

The Board of Regents further authorizes the President of the University of Wisconsin System to: (1) delegate contract signature authority to other UW System Administration officials deemed to have the requisite knowledge, judgement, and operational need to exercise such authority; and (2) delegate to the Chancellors of UW System institutions the authority to sign contracts related to programs or operations of their institutions.

Chancellors may further delegate contract signature authority to other UW System institution employees deemed to have the requisite knowledge, judgement, and operational need to exercise such authority.

The President's delegations must be made in writing and filed in the Office of the President of the University of Wisconsin System.

Chancellors' delegations must be made in writing, filed in the Office of the Chancellor, and reviewed periodically by an institution's internal auditor to ensure that named individuals are current employees and are exercising their signature authority appropriately. Individuals should be delegated signature authority only for the specific documents, or types of documents, needed to allow them to efficiently and effectively perform the responsibilities of their position.

This delegation does not extend to real property and/or construction related contracts.

**DELEGATION TO:** Vice Chancellor for Finance and Administrative Affairs (or designee) and Director of Procurement

**COMMENT:** Up to \$1,000,000. Vice Chancellor for Finance and Administrative Affairs (or designee) and Director of Procurement are delegated authority to sign all contracts. The Ethics and Compliance Officer will annually review this delegation. This delegation is on file in the Chancellor's Office with a copy of the delegation by the President of the University of Wisconsin System.

**DELEGATION TO:** Assistant Chancellor and Director of Athletics

**COMMENT:** Athletics employment contracts with a total annual compensation less than \$500,000.

## ➤ Code of Ethics (RPD 20-22)

Regent policy adopted 11/15/2018 <https://www.wisconsin.edu/regents/policies/code-of-ethics/>

It is the policy of UW System that chancellors or their designees provide each newly hired employee with the code of ethics to which the employee is subject. Thereafter, chancellors should annually provide all employees with the appropriate code of ethics.

DELEGATION TO: Vice Chancellor for Finance and Administrative Affairs and Chief Human Resources Officer

COMMENT: None

## ➤ Program Revenue Calculation Methodology and Fund Balances Policy (PRD 21-6)

Regent policy adopted 12/10/2020 <https://www.wisconsin.edu/regents/policies/program-revenue-balances-and-reserves-policy/>

It is the policy of the Board of Regents that the UW System and UW System institutions maintain appropriate balances to protect the institutions in cases of sudden shortfalls in revenue, to provide for extraordinary events, and to protect against unbudgeted future expenses or losses.

DELEGATION TO: Vice Chancellor for Finance and Administrative Affairs

COMMENT: None

## ➤ Information Technology: Information Security (RPD 25-5)

Regent policy adopted 02/05/2016 <https://www.wisconsin.edu/regents/policies/information-technology-information-security/>

The Chancellor or designee (generally the chief information officer) at each institution shall be responsible for compliance with the system wide information security program and related process. Provide information-security-related training and guidance to their respective institutions; and collaborate with system wide information security governance committees to maintain consistent policies, processes, and communications about the UW System information security program.

DELEGATION: Chief Information Officer

COMMENT: None

## ➤ Recruitment/Retention of Students (SYS 171)

System policy last revised: September 24, 2015

<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/recruitmentretention-of-students/>

Recruitment and Retention of Targeted Groups. Even with enrollment management, institutions may find a need to identify targeted groups for which it is justified to expend additional amounts on recruitment and retention. Funds expended for the recruitment and retention of targeted students must be identified as part of the institution's precollege, recruitment or retention program plan. Programs must be specifically defined and approved by the Chancellor or delegated designee. Off-campus activities for the recruitment and retention of students are subject to [SYS 435](#).

Refer to [SYS 171 Attachment](#) for examples of situations allowable or not allowable for recruitment and retention of targeted groups. Additional restrictions apply to the recruitment of athletes. Activities not falling within the pre-approved plan may be approved by the Chancellor or delegated designee on a case-by-case basis with proper justification.

**DELEGATION TO:** Assistant Vice Chancellor for Enrollment and Retention

**COMMENT:** None

## ➤ Copyrightable Instructions Materials Ownership, Use, and Control (SYS 191)

System policy last revised 11/24/1997

<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/copyrightable-instructions-materials-ownership-use-and-control/>

This policy governs the creation of copyrightable instructional materials by faculty or staff. It addresses the Ownership of material, the contractual considerations, distribution, revision, withdrawal, compensation, outside party rights, and compensation topics relating to the production of such materials. The delegation refers to the administration of SYS 191 by the Chancellor, or designee. Please review SYS 191 in its entirety.

Copyrightable Instructional Materials

General oversight of activity having copyrightable implications at the department and college level.

**DELEGATION TO:** Academic Chairs and Director of Research and Sponsored Programs

**COMMENT:** Responsible for monitoring the activities of their departments and reporting the creation of instructional materials to the Dean.

Review Reported Materials

**DELEGATION TO:** Deans

**COMMENT:** Review the characteristics of reported materials from Academic Chairs and, when application of SYS 191 may be appropriate, report the situation to the Provost (or designee).



## Ownership Interests

When copyrightable instructional materials are produced as an assigned duty of employment, the UW institution shall own all rights, including copyrights, in the materials produced, together with any royalties and fees, unless a contrary agreement has been reached prior to the beginning of the project between the author and the chancellor or his or her designee.

The author shall be offered the opportunity to assume responsibility for the revision of the instructional material. If the author declines, the assignment of responsibility will be made by the Chancellor, or designee.

**DELEGATION TO:** Provost (or designee)

**COMMENT:** Responsible for applying SYS191 to reported materials.

## Contractual Guidelines

The Chancellor or his or her designee shall be responsible for determining whether a project is suitable and reasonably related to the academic mission of the institution. The sponsoring department or functional equivalent shall be responsible for designating an individual to assume responsibility for the content and structure of the project. The responsible individual will be responsible for obtaining clearances or any permissions for the use of previously copyrighted materials as well as obtaining any necessary agreements, waivers and releases of rights from project participants.

**DELEGATION TO:** Provost (or designee)

**COMMENT:** None

## ➤ Employment of Student Help (SYS 205)

SYS policy last revised 06/07/2022

<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/employment-of-student-help/>

The Chancellor of each institution (or designee) is assigned the responsibility to operate its student employment program, including implementation of UW System policies and procedures, institutional compensation plans and monitoring processes.

Institutions shall communicate to their student employees the conditions of employment, performance expectations, and insurance coverages. Hourly and non-hourly student employees shall be paid on a bi-weekly schedule. Provide or make available through automated means tax and earnings statements to student employees. Each institution shall maintain student payroll records which constitute adequate financial records and audit trails, including the certification of time and effort as required by federal regulations.

**DELEGATION TO:** Chief Human Resources Officer (or designee)

**COMMENT:** None

The Chancellor (or designee), shall determine which student employment jobs will be compensated on a non-hourly pay basis (salaried).

The Chancellor (or designee), with the advice of the Committee, shall establish a rate structure that is consistent with the compensation of policies in this paper, and that will:

1. Allow for an adjustment to the hourly and non-hourly rates if there is a change in the assigned work responsibility or the student achieves relevant work experience.
2. Establish a maximum rate which cannot be exceeded without approval of the university official designated by the Chancellor to monitor the student employment program.

DELEGATION TO: Director of Financial Aid (or designee)

COMMENT: None

## ➤ Educational Assistance for Faculty and Staff (SYS 210)

System policy last revised 06/06/2019

<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/educational-assistance-for-faculty-staff/>

Requests for reimbursement for the cost of coursework or training are initiated by the employee through the appointing authority. Normally, coursework is taken on an employee's own time. If the employer determines that the needed coursework is available only during the employee's scheduled hours of service, a program of proportional compensatory time may be arranged, provided normal services of the employing unit are not disrupted or impaired. No more than one course, up to five credits, or a training equivalent in any academic term (e.g., a semester, summer session or an equivalent) should be reimbursed. Additional coursework may be authorized by the chancellor or designee.

DELEGATION TO: Provost (or designee) and Vice Chancellor for Finance and Administrative Affairs (or designee)

COMMENT: None

## ➤ Salary & Fringe Benefits Calculations for Unclassified Staff (SYS 230)

System policy last revised 12/22/2021

<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/salary-fringe-benefit-calculations/>

Employees are compensated in accordance with this policy. Employees are eligible for benefits based on the appointment type, time base of the appointment (FTE), and the length of the appointment(s) duration. Generally, employees are paid biweekly for all compensable time worked and reported during the prior two

week pay period. Payroll calendars are established annually which outline the default designated workweek for purposes of the Fair Labor Standards Act (FLSA).

### **Summer Payments**

Persons employed on an academic year basis shall be compensated for additional assignments during the summer session at the rate up to the equivalent of 4.5 biweekly pay periods (9 weeks) of the previous academic year's budgeted biweekly pay rate for a full-time work load. All summer payments, whether summer session and/or summer service, are counted towards this compensation limit. If the institution determines that there are differences in summer session workload from a full-time workload, then an appropriate compensation level shall be established. (Additional employment periods during the summer may be determined by the institution). Compensation received in the summer period may not in aggregate exceed 4.5 biweekly pay periods of the academic year salary of the person appointed unless an explicit exception is granted by the Chancellor or designee, regardless of source of funds. However, in no case can summer compensation exceed the equivalent of 6.5 biweekly pay-periods for additional summer assignments.

Effective July 1, 2013, per s.16.417(2)(f), Wis. Stats., the overload cap that applies to state employees does not apply to employees of the Board of Regents of the University of Wisconsin System unless the compensation received is from a non-UW state employer.

### **Calculation of Overload Payments**

UW System allows most employees (excluding Student Hourly) to work up to, but not beyond, 100 percent time. The salary received by full-time faculty, academic staff, FLSA exempt university staff, and limited appointees is considered to be full compensation for all work during the period of appointment. Faculty, academic staff, FLSA exempt university staff, and limited appointees are expected to expend the total effort necessary to complete their assignments without additional compensation. The chancellor or designee may approve increased compensation in the form of an overload payment in cases where a temporary assignment is undertaken at another UW System institution, or an individual is asked to assume additional short-term responsibilities.

However, on occasion, an employee may be asked to perform duties outside of normal work assignments. In these extraordinary circumstances, an overload request – identified as employment beyond 100 percent – may be approved if the need for additional compensation can be sufficiently demonstrated.

Overload payments may be subject to limitations imposed on a calendar year basis as outlined by SYS 165, Academic Year Definition and Assorted Derivatives, SYS 1277, Compensation, and HRD 11.02: Overload (UW-Madison), and s.16.417(2), Wis. Stats. Violations of s.16.417(2), Wis. Stats., must be repaid by the employee.

**DELEGATION TO:** Vice Chancellors, Deans, and the Chief Human Resources Officer

**COMMENT:** None

Delegated responsibility for Unclassified payroll calculations of pay and fringes and for review and recommendation on requests for overload payments

**DELEGATION TO:** Chief Human Resources Officer

**COMMENT:** None

Signature of Unclassified Employment Contracts. The Chancellor will sign Form 5 Contract Request Form. Approve all Unclassified Salary Advances prior to payment and approves overload payments requested by Deans/Division heads and recommended by Chief Human Resources Officer.

DELEGATION TO: Provost and Chief Human Resources Officer

COMMENT: None

## ➤ Utilization of Independent Contractors (SYS 236)

System policy issued 09/02/2022

<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/utilization-of-independent-contractors/>

Authority to sign Academic Support Service Agreements may be delegated in writing by the Chancellor.

DELEGATION TO: Vice Chancellor for Finance and Administrative Affairs, Chief Human Resources Officer, and Director of Procurement (or designee)

COMMENT: Reviews and approves all Academic Support Service Agreements to ensure compliance with this policy.

## ➤ Relocation (Household Moves) and Temporary or Indefinite Work Assignments (SYS 240)

System policy last revised 09/20/2022

<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/relocation-household-moves-and-temporary-or-indefinite-work-assignments-3/>

This policy applies to all faculty and staff when relocation and related travel costs are funded in full or part by the University or when temporary or indefinite work assignments are made when approval by the Chancellor or delegated designee. Relocation expenses for employees may be paid via stipend, dependent up on availability of university funding.

Prior to the move, the approving authority must authorize in writing the payment of an employee relocation stipend. They must obtain the authorization letter from the hiring department. The Chancellor may delegate approval authority to a position no lower than the Assistant Vice Chancellor level. Each level is responsible for review and initialing for their units, and forwarding to the Vice Chancellor for Administrative Affairs.

DELEGATION TO: Deans and Vice Chancellors

COMMENT: An authorization letter or equivalent form must be attached to any relocation-related payment request. The letter outlines the amount of funding for the stipend(s).

Final approval & signature authority

DELEGATION TO: Vice Chancellor for Finance and Administrative Affairs

COMMENT: None

## ➤ Accounting and Budget Control (SYS 306)

System policy last revised 11/11/2022

<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/accounting-and-budget-control/>

This policy identifies the basic accounting activities to be performed within the University of Wisconsin System and establishes requirements for each accounting activity. Accounting policies and practices shall be consistent for all funds regardless of source and for all business units.

DELEGATION TO: Director of Procurement (or designee)

COMMENT: Delegation related to Purchasing and Credit Cards and Pre-Audit Duties

DELEGATION TO: Chief Information Officer

COMMENT: IT Chargebacks, Telephone charges, and chargebacks

DELEGATION TO: Chief Human Resources Officer

COMMENT: Payroll Pre-Audit

DELEGATION TO: Director of Facilities Planning and Management

COMMENT: TMA Chargebacks, Utilities, and Physical Plant Audit

DELEGATION TO: Controller or designee

COMMENT: All Supplier Payments, General Ledger Adjustments, Corrections, and Chargebacks

DELEGATION TO: Director of Safety and Risk Management

COMMENT: Insurance Claims

DELEGATION TO: Director of Financial Aid and Chief Human Resources Officer

COMMENT: Student Employment Pre-Audit

## ➤ Collections and Write-Offs (SYS 326)

System policy last revised 12/20/2022

<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/collections-and-write-offs/>

Accounts receivable are the result of various types of financial transactions including but not limited to: student tuition, fees, room, board, miscellaneous student accounts, short-term loans from State funds, as well as from sales of products and services to the general public and private sector. It is necessary that procedures be in place to maximize collection of delinquent accounts receivable and minimize the administrative cost of those efforts.

In all cases, write-offs must be approved by someone not directly associated with either the billing or collection efforts.

Accounts receivable up to \$200, may be written off by the institution if all collection efforts have been completed up to the point where the account would have been referred to a collection agency.

Accounts receivable between \$200 and \$1,000 may be written off by the institution if returned as uncollectible by a collection agency.

Accounts receivable between \$200 and \$1,000 which have not been referred to a collection agency and all accounts receivable over \$1,000 must be referred to UW System Financial Administration for write-off approval. Requests for write-off should include name, amount, school term (if tuition/fees) and statement why that accounts receivable has been determined to be uncollectible.

DELEGATION TO: Bursar

COMMENT: None

## ➤ Prizes, Awards and Gifts (SYS 330)

System policy last revised 11/11/2022

<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/prizes-awards-and-gifts/>

Prizes - Prizes may be awarded only in situations where benefits are expected to accrue to the University. Examples include door prizes to persons attending athletic events and prizes awarded as incentives to encourage responses to customer questionnaires and other types of surveys. The anticipated benefits of awarding a prize must be documented, and the decision to award prizes must be approved in writing by the chancellor designee. No GPR may be used for prizes. The amount or value of the prize should not exceed \$200.

Awards – Awards based upon competition or merit are made to recognize academic or athletic achievements of students; service awards may be made to recognize members of the community and noncash awards may be made to recognize employees for distinguished service, upon retirement or at other career milestones.

Gifts – Gifts from program revenue sources may be given in the following circumstances: 1) to distinguished visitors to campus; 2) to foreign nationals when University personnel are visiting other countries and gifts are necessary, customary and reasonable in cost; or, 3) to recognize contributions of time or funding support by members of the public.

DELEGATION TO: Controller

COMMENT: Obtain approval prior to any events with prizes being announced or any prizes being awarded.

## ➤ Extramural Support Administration (SYS 342)

System policy last revised 11/11/2022

<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/extramural-support-administration/>

Extramural support administration should be carried out by institutional personnel. A limited amount of coordination should be exercised by UW System Administration to maintain systemwide policies. Systemwide coordination should assure that data are available and retrievable to meet the UW System's management needs.

Regent Policy Documents [13-1, General Contract Approval, Signature Authority, and Reporting](#), [13-2, Real Property Contracts](#) and [13-5, Capital Projects Solely Managed by the UW System: Approval and Signature Authority](#), along with UW System Administrative Policy [910, Leasing](#), govern signature authority and approval for contracts that bind the Board of Regents or individual system institutions. Refer to these policies for specific review and approval criteria.

DELEGATION TO: Vice Chancellor for Finance and Administrative Affairs (or designee) and Director of Procurement

COMMENT: No limits. Vice Chancellor for Finance and Administrative Affairs (or designee) and Director of Procurement sign all extramural grant and contract agreements. When deemed necessary, the signatory will contact the Office of Safety and Risk Management concerning possible risk factors in any grant or contract.

DELEGATION TO: Provost (or designee)

COMMENT: Grants

DELEGATION TO: Director of Research and Sponsored Programs

COMMENT: Grants up to \$1,000,000.00

## Indirect Costs [Facilities and Administrative (F&A) Costs]

Non-Federal grants, cooperative agreements, and sponsored contracts must be included at the federally negotiated rates currently in effect. In some cases, a higher rate may be used if approved by the sponsor. If the sponsoring agency has an indirect cost rate which is less than the Federal rate, the University will consider accepting that rate only after a review to determine if it is:

(1) a published rate, and (2) an agency-wide policy, and (3) consistently applied by that organization to all of its outside grants and contracts with educational institutions. In addition, it should be demonstrated to the Chancellor or delegated designee that the project is of sufficient importance to warrant subsidizing the indirect costs of the project from other university programs.

**DELEGATION TO:** Provost or Vice Chancellor for Finance and Administrative Affairs (or designee)

**COMMENT:** No limits. Provost and Vice Chancellor have sole campus responsibility to make exception to indirect cost rates required for all federal and non-federal grants or contracts, including non-profits.

## ➤ Extramural Support for Instructional Programs (SYS 344)

System policy last revised 11/11/2022

<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/extramural-support-for-instructional-programs/>

It is the policy of the UW System to accept extramural support for instructional credit programs. Extramural sponsors include the federal government, state government, school districts, private industry, agencies and other organizations. All extramural support for instructional programs must go through the institutional review process prior to acceptance. The sponsor should reimburse the University for direct program costs. Indirect costs shall be reimbursed consistent with Section C.V. of Extramural Support Administration (SYS 342). Segregated fees for off-campus programs may be waived with the approval of the chancellor or designee.

**DELEGATION TO:** Provost (or designee)

**COMMENT:** Provost (or designee) to review and set policy relating to Distance Education fees (for programs not using campus facilities) after consultation with the Chancellor.

## ➤ Patent Policy (SYS 346)

System policy last revised: 04/28/2017

<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/inventions-and-patents/>

A substantial portion of research performed at UW System institutions is funded by outside parties through formal grants and contracts, with various federal agencies constituting the majority research funding source. In addition, other contractual agreements may apply to research conducted by UW System Institutions, such as a



collaboration agreements or material transfer agreements.

All inventions discovered by faculty, staff, or students on an appointment while pursuing their university duties, or on university premises, or with university supplies or equipment must be reported to the chancellor or designee or the appropriate Intellectual Property Management Organization (IPMO). UW Whitewater would report to WiSys Technology Foundation (WiSys).

Each Institution must secure written agreements from all employees engaged in sponsored research projects, other than clerical and nontechnical employees, to disclose promptly in writing any invention subject to this policy to personnel identified as responsible for the administration of patent matters at the institution.

**DELEGATION TO:** Deans and Director of Research and Sponsored Programs

**COMMENT:** Responsible to report discovery or invention to Vice Chancellor for Finance and Administrative Affairs (or designee).

Upon disclosure, all inventions are subject to equity review by the chancellor (or designee) to determine rights in the invention based on the obligations associated with any funding sources or any other contractual terms that affect rights in the invention.

**DELEGATION TO:** Vice Chancellor for Finance and Administrative Affairs (or designee)

**COMMENT:** Make determination if any contractual obligation to grantor exists (Federally funded or Non-Federally funded) and to take steps to insure obligations are fulfilled. A full review of copyrights and patents will be made.

Responsible for compliance with all position control policies and procedures. (Chancellor will review and sign Form 5, Contract Request Card). Provost as signature authority in the signing of all Academic personnel contracts.

**DELEGATION TO:** Provost

**COMMENT:** None

## ➤ Tuition and Fee Policies for Credit Instruction (SYS 805)

System policy last revised 11/11/2022

<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/tuition-and-fee-policies-for-credit-instruction/>

Exceptions to any of the stated provisions due to extraordinary circumstances can be made only by the chancellor or the chancellor's designee(s). Any delegation of authority should be in writing and maintained in the designees' offices. Documentation justifying exceptions should be maintained. Blanket exceptions are not authorized.

**DELEGATION TO:** Provost (or designee)

**COMMENT:** Will provide the first exception for a student; Has the option of reducing or waiving the

fee on a case-by-case basis if the amount is less than \$50.

**DELEGATION TO:** Vice Chancellor for Finance and Administrative Affairs (or designee) and Bursar

**COMMENT:** Will approve any additional exceptions for student following the first exception approved by the Provost.

**DELEGATION TO:** Controller and Bursar

**COMMENT:** Students are to be assessed an administrative fee, not to exceed \$100, if full payment of fees currently due is made after the established due date. May make a single exception based upon a student emergency.

#### Payment in Full

Student may be assessed a late fee, not to exceed \$100, if payment of tuition and fees currently due is made after the established due date. At the institution option, the late fee may be prorated for students less than full time. The late fee shall be deposited into Fund 128. The chancellor or designee has the option of reducing or waiving the fee on an individual or group basis.

**DELEGATION TO:** Provost (or designee) and Vice Chancellor for Finance and Administrative Affairs (or designee)

**COMMENT:** None

#### Refunds/Withdrawals/Drops

In those instances, in which a student can document nonattendance at the institution after having enrolled in one or more courses, the student shall be assessed fees equal to 20% of the original fees due, reduced to resident rates, plus the late payment fee.

**DELEGATION TO:** Bursar

**COMMENT:** Authority to waive 20% fee and / or the late payment fee.

### ➤ Medical Withdrawal (SYS 807)

System policy issued 01/19/2021, effective 09/01/2021

<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/medical-withdrawal-policy/>

#### Exceptions

Exceptions to any of the stated provisions in this policy can only be authorized by the chancellor or the chancellor's designee. Any delegation of authority should be in writing and maintained in the designee's offices. Documentation justifying exceptions should be maintained. Blanket exceptions are not authorized.

## Tuition and Fee Refund Schedule

If the central campus office overseeing medical withdrawals determines a refund of tuition and segregated fees is in order, UW institutions should follow the refund ranges listed in the tables within the policy. Exceptions to the schedule may only be granted by the chancellor or designee.

**DELEGATION TO:** Vice Chancellor for Finance and Administrative Affairs

**COMMENT:** None

## ➤ Study Abroad Programs (SYS 810)

System policy last revised 06/08/2021

<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/study-abroad-programs/>

This policy addresses the funding for study abroad and study away programs and normalizes these practices across the UW System.

Exceptions to any aspect of this policy may be made only by the Chancellor or delegated designee. Designation of an individual as the Chancellor's designee should be in writing and maintained in the proper office. Documentation justifying exceptions shall be maintained at the institution. Please review this policy in its entirety for guidance.

**DELEGATION TO:** Assistant Vice Chancellor for Enrollment and Retention

**COMMENT:** None. Local policies must detail the use of exceptions. Exceptions to be fully documented and subject to campus and system audit.

## ➤ Student Technology fee Expenditures (SYS 815)

System policy last revised 11/11/2022

<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/student-technology-fee-expenditures/>

Each UW System institution shall form a committee that will review plans for the allocation of the Student Technology Fee. This committee shall include students appointed by student government, and appropriate campus staff appointed by the Chancellor or the Chancellor's designee. This committee shall be advisory to the Chancellor or the Chancellor's designee. Plans developed for the allocation of the Student Technology Fee shall be consistent with the IT Plan and the overall Strategic Plan.

**DELEGATION TO:** Chief Information Officer

**COMMENT:** None

## ➤ Segregated University Fees (SYS 820)

System policy last revised 11/11/2022

<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/segregated-university-fees/>

This policy sets forth legal and policy principals applicable to the administration of student fees (referred to in this policy as 'segregated university fees' or 'SUF'). SUF may only be expended for items and activities that are related to the mission of the institution and to the purposes of the organization. Except as limited elsewhere by law or policy SUF may be assessed and collected for the following:

1. Travel expenses in accordance with applicable state and UW System travel regulations, and admissions and registration expenses incurred by UW staff or students for:
  - a. Attending educational, cultural, social, recreational, or university athletic events
  - b. Recruiting students for musical groups, theatrical groups, or publication writing, and the like
  - c. Representing the institution or a recognized student organization in the operation and fulfillment of the mission of the student organizations, student service operations, and student government, subject to approval by the chancellor or designee.
  - d. Recruiting athletes, as allowed by conference or membership affiliation.
  - e. Transit and busing services
2. Expenses related to educational, cultural, social and recreational activities for:
  - a. Personal or professional services (e.g., concert performers, bands, officials, lecturers, and other performers);
  - b. Meals, receptions, and transportation incurred by UW faculty or staff or students while performing a host function for a guest speaker, performer, etc.
  - c. Production of an event (e.g. films, advertising, promotion, printing, facilities rental, ushers, security guards). On-campus facilities (buildings and grounds) must be used whenever possible. Exceptions require the proper approval of the Chancellor or designee.
  - d. Trophies, medallions and other types of awards for student competitive functions, scholastic excellence, or outstanding school community service, and funding of athletic or honor banquets or receptions. Cash or product awards in excess of \$100 but less than \$500 may be given only upon prior approval of the Chancellor or designee. Those in excess of \$500 must be approved by the UW System Vice President for Finance and Administration.
3. Student media expenditures for:
  - a. Publishing student newspapers, yearbooks, magazines, paid admission event programs, and other print media
  - b. Operating student radio and television facilities
  - c. Student film and videotape productions
4. Officially recognized athletic program expenditures for:

- a. Uniforms, athletic equipment, travel, supplies and personal services.
  - b. Athletes' housing and meal prior to opening of a semester or during vacation periods
  - c. Grants-in-aid as allowed by conference or membership affiliation
  - d. Medical expenses for an athletic injury incurred while participating in an officially recognized athletic event. Injuries related in intramurals, open gym periods, club sports, and student-sponsored athletic events are not covered.
5. Expenditures relating to the operations and activities of student organizations, student health and counseling services, child care centers, student unions, parking, intercollegiate athletics and sports programming, and other student services. In accordance with RPD 23-1, the chancellor of each institution has responsibility for determining the minimum level of student health service. The chancellor or designee will consult with SUFAC as to the appropriate programmatic level of student health care for the institution.
  6. Promotional items such as key rings, pencils etc., used to promote an organization's single event or services, provided they are approved through the SUF allocation process.
  7. Special and ceremonial campus activities in which students are primarily involved provided they are approved through the SUF allocation process.

Allocable SUF are allocated by students, in consultation with the Chancellor (or designee) and subject to the final confirmation of the Board of Regents. Procedures for student participation on the SUFAC and the SUF budget and allocation process are determined by the students at each institution. Only officially recognized student organizations, club sports, student government and university departments to the extent permitted under SYS 822, are eligible to receive allocable SUF.

**DELEGATION TO:** Vice Chancellor for Student Affairs

**COMMENT:** See full policy statement for list of permitted SUF expenditures as well as prohibited SUF expenditures. These are in addition to other limits established by law or policy.

## ➤ Special Course Fees (SYS 825)

System policy last revised 11/07/2022

<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/special-course-fees/>

Institutions may assess special course fees to pay for certain instructional costs that are not covered by the institution's regular instructional budget. The Chancellor or designee(s) must approve all special course fees in and must document and maintain records of that approval. Each institution should develop a standard approval process. Institutions shall notify students of all approved special course fees in the university catalog/bulletin and/or timetable/class schedule prior to registration.

**DELEGATION TO:** Deans

**COMMENT:** Must submit written special course fee (SCF) proposal to establish, change, or eliminate SCF to Provost. SCF must include a justification complying with the policy paper. Please be sure and review policy provisions prior to submitting the request.

**DELEGATION TO:** Associate Vice Chancellor for Academic Affairs and Provost

**COMMENT:** Approves all Special Course Fees submitted by the Deans and must document and maintain records of that approval. Will notify Financial Services for collection.

## ➤ Other Delegations—Purchase of services

The delegations below provide University signature authority to commit to the Purchase of Services under [Chapter 36](#) of the Wisconsin State Statutes. This will normally take the form of a PIR (Payment to Individuals Report) or an Academic Support Services Agreement. It will also include contracts for entertainers, performers, speakers, and special features. The positions listed below are delegated authority to commit the campus to such purchases. **Original contracts must be forwarded to the Purchasing Department so funds may be encumbered through the issuance of a Purchase Order.**

Note that Academic Support Service Agreements are limited to providing instruction, research or public service-related support.

**DELEGATION TO:** Vice Chancellor for Finance and Administrative Affairs and Director of Procurement

**COMMENT:** Contracts for the Purchase of Goods and Services

**DELEGATION TO:** Vice Chancellor for Student Affairs; Limit of \$20,000

**COMMENT:** Delegated authority to sign operational contracts in Student Services programs.

**DELEGATION TO:** Assistant Chancellor and Athletic Director; Limit of \$20,000.

**COMMENT:** Contracts and agreements relating to normal athletic functions and contests. Including hotel contracts and UWWTW Speaker and Entertainment Contracts.

**DELEGATION TO:** Dean of the College of Integrated Studies; Limit of \$20,000.

**COMMENT:** Contracts and agreements relating to normal athletic functions and contests. Including hotel contracts and UWWTW Speaker and Entertainment Contracts.

**DELEGATION TO:** Young Auditorium Director; Limit of \$20,000.

**COMMENT:** UWWTW Speaker and Entertainment Contracts

DELEGATION TO: Director of University Housing; Limit of \$5,000

COMMENT: Delegated authority to sign normal operational contracts in Student Housing

DELEGATION TO: Dean of Arts & Communication; Limit \$5,000

COMMENT: Delegated authority to sign normal operational contracts in CFA facility

DELEGATION TO: University Center Executive Director; Limit of \$20,000.

COMMENT: UWWTW Speaker and Entertainment Contracts

DELEGATION TO: Procurement Specialists

COMMENT: All Hotel and Speaker/Entertainment contracts. Specialist must be using standard Contract for Entertainers and Public Speakers and UW Rider templates.

## ➤ Other Delegations – Sale of Services

The delegations below provide University signature authority to commit to the Sale of Services. The positions listed below are delegated authority to commit the campus to providing services for a negotiated fee. The Risk Management Office must review all such agreements prior to finalization to ensure provisions relating to camps liability are minimized and proper insurance coverage is provided for the event.

DELEGATION TO: Recreation Program Director and Assistant Chancellor and Director of Athletics

COMMENT: Authorization to sign agreements relating to the use of outdoor athletics facilities by non-university entities up to \$1,000. This delegation covers only one- or two-day events. Any other use of outdoor facilities must be signed by the Assistant Chancellor and Athletic Director. Historically unique, long term contracts or contracts over the above limit must be signed by the Assistant Chancellor and Athletic Director.

DELEGATION TO: Young Auditorium Arts Program Director and Vice Chancellor for Student Affairs

COMMENT: Delegated authority to sign normal operational contracts for indoor facility rentals up to a maximum of \$5,000. Historically unique, long term or contracts over the above limit must be signed by the Vice Chancellor for Student Affairs.

DELEGATION TO: Vice Chancellor for Finance and Administrative Affairs

COMMENT: Authorization to sign agreements relating to the use of the Community Engagement Center (CEC) by non-university entities. No limit.

## ➤ Use of University Facilities (UWS 21.04)

<https://docs.legis.wisconsin.gov/document/administrativecode/UWS%2021.04>

The University of Wisconsin – Whitewater recognized its commitment to the requests of facility use by the University Community and residents of the state to the extent resources permit. The document sets forth the policies governing the use of all campus facilities (buildings and surrounding and connecting grounds). Non-University groups may use facilities only up on the invitation of or under the sponsorship of a University department or organization as specified in UWS 21.

**DELEGATION TO:** Director of Camps & Conferences, Vice Chancellor for Finance and Administrative Affairs, and University Center Executive Director

**COMMENT:** Use of facilities by persons or organizations not associated with an institution. The Chancellor of each institution (or designee) may permit persons, or organization not associated with that institution, to use university facilities if sponsored by a recognized organization by a University department/unit.

## ➤ Conduct on University Lands (UWS 18.11)

[http://docs.legis.wisconsin.gov/code/admin\\_code/uws/18](http://docs.legis.wisconsin.gov/code/admin_code/uws/18)

Restricting from UW-Whitewater individual(s) found to create a serious and legitimate concern for the health, safety and welfare of the students, faculty and staff in the campus community, through their actions, statements, and/or conduct.

**DELEGATION TO:** Chief of University Police

**COMMENT:** None