

Troy University Contractual, Financial, and Personnel Authority Levels

Implied in the authority levels set forth in this document is the understanding that appropriate personnel at the subunit levels have reviewed and provided appropriate input on these approvals.

I. Lease Agreements, Independent Contractors, Consultants, Maintenance Agreements, Licensing Agreements, and Other Types of Performance Contracts¹ (This does not include employee contracts or construction contracts.)

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| A. | \$2,500 and under for a period of one year or less provided funds are in the department/college budget. Information copy provided to next level supervision. | Associate Deans and Campus Directors |
| B. | Over \$2,500 and up to \$5,000 for a period of one year or less, provided funds are in the department/college budget. Information copy provided to next level supervision. | Deans, University-wide Directors, Athletics Director, Associate Vice Chancellors and Vice Chancellors |
| C. | \$5,001 to \$30,000 for a period of one year or less. Information copy to Chancellor on all contracts \$20,001 to 30,000. | Executive Vice Chancellor and Senior Vice Chancellors |
| D. | Contracts for \$30,001 and over and all contracts for more than one year regardless of financial obligation. | Chancellor |
| E. | All contracts are required to meet the specifications of the Alabama bid law, University guidelines and policy, and other applicable state statutes and laws. All contracts must be acceptable under the guidelines and requirements of the State of Alabama Department of Examiners of Public Accounts. | |
| F. | Paper copies of all new contracts and leases must be provided to the Purchasing Department on the Troy Campus. | |
| G. | In cases where Senior Vice Chancellors are planning an event or project that may require a series of contracts that in total exceed the above authority levels, the total of the contracts will dictate the authority level at which the event or project must be approved. | |

II. Authority Levels for Approving Travel (in-state and out-of-state)

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| A. | \$500 or less | Associate Deans and Campus Directors |
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¹ All contracts must have appropriate legal review and scrutiny and must reflect that they have been reviewed by the appropriate financial officer to ensure that they are consistent with financial policy and state laws regarding expenditure of public funds.

- B. \$501 - \$1,500 **Deans, University-wide Directors,²
Athletics Director,
Associate Vice Chancellors, and
Vice Chancellors**
- C. Over \$1,500³ **Executive Vice Chancellor and
Senior Vice Chancellors**
- D. Over \$2,500 **Chancellor**
- E. All travel must meet the requirements set by the State of Alabama and internal requirements established by the Vice Chancellor for Financial Affairs.
- F. University College operates under a separate out-of-state travel policy due to multi-state locations. Policy is managed by Vice Chancellor for University College and VC for Financial Affairs.
- G. Chancellor must approve all travel outside the United States.

III. Purchasing Authority (Instructional Materials, Supplies, Equipment, etc.)⁴

AMOUNT

- A. \$1,500 or less **Department Chairs and Campus Directors**
- B. \$1,501 to \$3,000 **Above in addition to Associate Deans or Campus Directors**
- C. \$3,001 to \$5,000 **Academic and Student Services Deans, Associate Vice Chancellors,
University-wide Directors, Athletics Director, and Controller**
- D. \$5,001 to \$20,000⁵ **Senior Vice Chancellors, Executive Vice Chancellor, and
Vice Chancellors (for cost centers under his/her control)**
- E. \$20,001 – \$30,000⁵ **Executive Vice Chancellor and Senior Vice Chancellors**
- F. \$30,000 + **Above in addition to the Chancellor**

² Director of Human Resources, Controller, Director of Sponsored Programs, Director of Physical Plant, Director of Student Financial Services, Director of Purchasing, Director of Student Development/Counseling, and Director of Auxiliary Services.

³ Multiple travelers to the same event for which the expenses exceed \$1,500 requires approval of Senior Vice Chancellors.

⁴ Notes: a. Purchasers must adhere to Alabama state bid law. Vice Chancellor for Financial Affairs and Director of Purchasing will monitor for cumulative costs that exceed bid law.

b. Where appropriate and applicable, purchasers should use institutional and state bid contracts.

c. Purchasers should be coordinated within a college or division to ensure maximum financial benefit to the University.

⁵ Purchases in this category that have a significant impact on a particular campus should be coordinated with the Campus Vice Chancellors.

IV. Personnel Authority ⁶

A. Classified Positions

1. The Executive Vice Chancellor, Senior Vice Chancellors, Vice Chancellor for University College, and Campus Vice Chancellors have the authority within the cost centers for which they are responsible to hire classified personnel for positions that previously have been approved and are budgeted.
2. All proposed new classified positions must receive approvals through the appropriate administrative channels and receive the final approval of the Chancellor.
3. All classified personnel salary upgrades, promotions, and reorganizations must move through appropriate administrative channels and receive the final approval of the Chancellor.
4. All cost-of-living raises that affect the majority of employees must be approved by the Board of Trustees.

B. Professional Personnel

1. Executive Vice Chancellor, Senior Vice Chancellors, and the Vice Chancellor for University College have the authority to approve the filling of vacant professional positions that have been previously approved and budgeted for which the salary is \$35,000 or less.
2. All vacant professional positions for which the salary is more than \$35,000 must receive approvals through appropriate administrative channels and the final approval of the Chancellor prior to being filled.
3. All new professional positions, reorganizations involving professional positions, or other actions impacting the salaries of a professional position must be approved through appropriate administrative channels and receive the final approval of the Chancellor.
4. Any personnel contracts that exceed four years must be approved by the Board of Trustees.

⁶ When making personnel appointments on the respective campuses, the Executive Vice Chancellor and Senior Vice Chancellors will coordinate and communicate with Campus Vice Chancellors regarding personnel decisions to ensure continuity and campus integrity.

C. Faculty Appointments, Promotions, and Tenure

1. All finalists for full-time faculty positions must be interviewed and processed through appropriate academic channels including the Executive Vice Chancellor and Provost and the Chancellor.
2. All full-time faculty appointments must be approved through appropriate administrative channels and by the Executive Vice Chancellor and Provost and the Chancellor.
3. All recommendations for faculty promotions and tenure must be reviewed by the tenure and promotion process as outlined in the faculty handbook. Upon recommendation by the appropriate committee and the recommendation of the Executive Vice Chancellor and Provost, the Chancellor will be the final approving authority for all faculty promotion and tenure appointments.
4. Adjunct faculty must be certified by the appropriate academic officials, prior to being appointed. Adjunct faculty contracts must be approved by the Provost or designee who will ensure the contracts are paid according to established and published University pay standards. Exceptions to these pay standards must be approved by the Provost.

D. Part-Time Personnel

1. New part-time positions (classified, professional or graduate assistants) must be approved by the Chancellor.
2. Replacement of budgeted, approved part-time positions or graduate assistants may be approved by Associate Deans, Campus Directors, University-wide Directors, University College Regional Directors, or Vice Chancellors.
3. New Workshop positions must be approved by the Executive Vice Chancellor or appropriate Senior Vice Chancellor. However, the total expended for Workshop for each division cannot exceed the baseline amount established in the 2002-03 budget. The Senior Vice Chancellor for Administration prepares a report annually to the Chancellor, and any overages must be justified to the Chancellor.
4. Replacement for budgeted, approved Workshops are to be approved by Deans and University-wide Directors.

V. Facilities Improvement Projects Authority

- A. The Executive Vice Chancellor and Senior Vice Chancellors may approve facility improvement projects up to \$30,000. Facilities improvement projects approved on the authority of the Executive Vice Chancellor or a Senior Vice Chancellor should receive review through the campus facility project coordinator and the University Director of Physical Plant.
- B. All requests for facilities improvements over \$30,000 require a preliminary plan to be submitted to the appropriate Senior Vice Chancellor and then to the Senior Vice

Chancellor for Administration who will in turn coordinate the request with the Chancellor. Upon approval of the preliminary plan, a request will be made to the Director of Physical Plant for the development of a final detailed plan including cost. Final approval will come through the Vice Chancellor for Financial Affairs, Senior Vice Chancellor for Administration, and the Chancellor.

- C. All facilities improvement projects must meet the requirements of the Alabama bid law, public works statutes, and other state statutes and regulations pertinent to construction and facilities improvements. Facility improvements and new space allocation must be reported to the appropriate official for proper documentation in the University's space inventory system.