Delegations of Contract Signing Authority
University of Rochester Policy on
Contracts, Signatures and Financial Authority

Delegating Officer: Dean of the School of Medicine and Dentistry, CEO of URMC & Sr. Vice President for Health Sciences

DELEGATION OF AUTHORITY FORM

I, **David Linehan, M.D.**, Chief Executive Officer of the University of Rochester Medical Center and Dean of the School of Medicine and Dentistry, hereby delegate to the Senior Associate Dean of Finance and Operations in the School of Medicine and Dentistry, and to the other staff in School of Medicine and Dentistry Finance and Operations listed below, the authority to approve and sign the following contracts, forms and other documents on my behalf under the University of Rochester Policy on Contracts, Signatures and Financial Authority, and/or other University, Medical Center or School of Medicine and Dentistry policies and procedures.

Such authority is limited to matters pertaining directly to the School of Medicine and Dentistry; and further limited to contracts and other commitments involving a total University expenditure of $1,000,000 or less.

Contract/Document Type	Delegee	Limitations
VA Assignment Agreements and Amendments Memoranda of Understanding/ Abstracts for Rental Agreements On-line Education Agreements	Sr. Associate Dean and Assoc. Dean of Finance & Operations (Mikols, Washington); Director of Finance & Operations (Chan)	
Service Agreements: • Monroe County, NYS, School District, EMS, Fire District Service Agreements • Data processing, vivarium, testing, consulting	Sr. Associate Dean and Assoc. Dean of Finance & Operations (Mikols, Washington); Director of Finance & Operations (Chan)	
Grant related sign-off forms Clinical Materials Services Unit Contracts/Agreements/ Amendments	Sr. Associate Dean and Assoc. Dean of Finance & Operations (Mikols, Washington); Director of Finance & Operations (Chan); Sr. Financial Analyst (R. Smith)	
Expense Reimbursement Forms (F-3 Travel and Conference) for Department Chairs, Center Directors and Associate Deans	Sr. Associate Dean and Assoc. Dean of Finance & Operations (Mikols, Washington); Director of Finance (Chan); Financial Analyst (Cicero); Sr. Financial Analyst (R. Smith)	

Delegations of Contract Signing Authority
University of Rochester Policy on
Contracts, Signatures and Financial Authority

Delegating Officer: Dean of the School of Medicine and Dentistry, CEO of URMC & Sr. Vice President for Health Sciences (continued)

Contract/Document Type	Delegee	Limitations
Personnel/HR Forms	Sr. Associate Dean and Assoc. Dean of Finance & Operations (Mikols, Washington); Director of Finance & Operations (Chan); Financial Analysts (Cicero, Nesbit); Sr. Financial Analyst (R. Smith)	Signature on new faculty hire start-up funding packages is delegated only to Sr. Associate Dean of Finance & Operations (Mikols); Dir of Finance & Operations (Chan)

In the event that an individual named above is no longer employed in the Office of Finance & Operations in the School of Medicine and Dentistry, the authority delegated to them in this document will be automatically revoked, and their successor shall be deemed to have such authority unless revoked by me.

This delegation supersedes all prior delegations made to the same individuals.

This delegation shall be effective as of March 1, 2024 and shall remain in effect until revoked by me or my successor.



David Linehan, M.D.

3/4/2024
Date

cc: Office of Counsel

Delegations of Contract Signing Authority
University of Rochester Policy on
Contracts, Signatures and Financial Authority

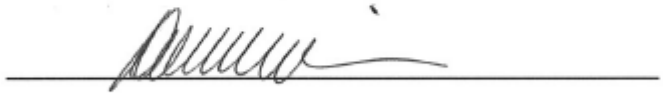
Delegating Officer: Dean of the School of Medicine and Dentistry, CEO of URMC & Sr. Vice President for Health Sciences (continued)

DELEGATION OF AUTHORITY FORM

I, David Linehan, MD CEO and Dean of the School of Medicine and Dentistry hereby delegate to Martin Zand, MD, Senior Associate Dean for Clinical Research my authority under the University of Rochester Policy on Contracts, Signatures and Financial Authority to sign the following type(s) of contracts that come through Expanded Access. The Expanded Access process allows for the treatment of patients with on-FDA approved therapeutics, outside of a clinical trial. Such agreements and documents may include and are not limited to:

- Confidentiality agreements
- Non-disclosure agreements
- Clinical trials contracts
- Clinical trial agreements
- Letters of agreements

This delegation shall remain in effect until revoked by me or my successor.



4/6/24

David Linehan, MD
CEO, URMC
Dean of the School of Medicine and Dentistry
Senior Vice President for Health Sciences

Date

Cc: Office of Counsel
Office of Research and Project Administration
Institutional Review Board
Office of Regulatory Support

Delegations of Contract Signing Authority
University of Rochester Policy on
Contracts, Signatures and Financial Authority

Delegating Officer: Dean of the School of Nursing

Contract Type	Office	Limitations
All purchases and financial-related *(excluding faculty appointments and academic program/affiliation)*	Associate Dean of Finance and Administration	up to $500,000

Delegations of Contract Signing Authority
University of Rochester Policy on
Contracts, Signatures and Financial Authority

Delegating Officer: Dean of the Eastman School of Music

Subject to the qualifications below, and effective 14 April, 2025, the Dean of the Eastman School of Music delegates her authority to the following offices:

(1) Senior Associate Dean of Academic and Student Affairs,
(2) Executive Director of Operations,
(3) Senior Director of Finance,
(4) Associate Dean for Artistic Planning.

These individuals may sign Contracts (and approve those signed in corporate purchasing), provided that such Contracts impact solely the programs, operational areas and budgets they oversee and do not affect other systems or budgets within the Eastman School of Music.

The authority described here is limited to those Contracts that are not expected to have a long-term or significant impact upon the finances or operations of the Eastman School of Music or to generate significant publicity, positive or negative. All those delegated authority are expected to use their common sense and good judgment in addressing such matters with the Dean before approving or signing any Contracts.

Delegations of Contract Signing Authority
University of Rochester Policy on
Contracts, Signatures and Financial Authority

Delegating Officer: Director, Memorial Art Gallery

Contract Type	Office	Limitations
Business Agreements *(e.g. Clothesline Festival, Gallery Council contracts)*	Director of Administration Deputy Director and COO	Excludes exhibitions and acquisitions
Rights and Reproductions	Asst. Visual Res Collection	
Art Loans	Museum Registrar	
Space Rentals and Events	Coordinator, Special Events	
Ad Agreements	Director of Marketing & Engagement	
General Curatorial Business and Loans	Curatorial Dept. Staff	

Delegations of Contract Signing Authority
University of Rochester Policy on
Contracts, Signatures and Financial Authority

Delegating Officer: Dean, River Campus Libraries

Contract Type	Office	Limitations
Library collection licenses and subscriptions	Assistant Dean for Information Management Services	
Information Technology licenses and purchases	Assistant Dean for Information Technology	

Delegations of Contract Signing Authority
University of Rochester Policy on
Contracts, Signatures and Financial Authority

Delegating Officer: Interim Dean for Simon Business School

Subject to the qualifications below, the Interim Dean for Simon Business School delegates contract signing authority to the following offices:

Office	Contract Type	Limitations
Sr. Associate Dean for Faculty and Research; or Asst. Dean for Administration	Confidentiality and Non-Disclosure Agreements	Counsel review required
Assistant Dean for Administration; or Sr. Budget Specialist	Facilities: University Facility Use Agreements	
Assistant Dean for Administration; or Sr. Budget Specialist	Financial: equipment leases	Counsel and Purchasing review if new or unusual terms
Sr. Associate Dean for Faculty and Research	Faculty Appointments and Salary Letters, research expenditures and requisitions	All other than Administrative, Faculty Director, and Dean-level appointments
Associate or Assistant Deans	Onsite or offsite events (hotel, catering, etc.)	Review by Sr. Budget Specialist if over $25,000
Associate or Assistant Deans	Consulting Agreements	Counsel review required
Assistant Dean for Administration; or Sr. Budget Specialist	Information Technology Agreements	
Sr. Budget Specialist	Marketing & Communications Vendor Agreements	

This delegation shall remain in effect until revoked by me or my successor.

Mitch Lovett, Interim Dean of Simon Business School

7/27/2025
Date

Delegations of Contract Signing Authority
University of Rochester Policy on
Contracts, Signatures and Financial Authority

Delegating Officer: Provost

Subject to the qualifications below, the Provost delegates their authority generally to the following offices:

1) Sr. Vice Provost for Academic Excellence
2) Vice Provost of Enrollment Management
3) Executive Vice Provost of Academic Finance and Planning
4) Vice President of Student Life
5) Vice Provost for Global Engagement

The persons holding these offices may sign Contracts (and approve those signing in Corporate Purchasing), provided that such Contracts impact solely the programs, operational areas and budgets they oversee and do not affect other systems of budgets within the Academic Center.

The authority described here is limited to those Contracts that are not expected to have a long-term or significant impact upon the finances or operations of the Academic Center or to generate significant publicity, positive or negative. All those delegated authority are expected to use their common sense and good judgment in addressing such matters with the Provost before approving or signing any Contracts.

Nicole S Sampson
Provost and Chief Academic Officer
University Professor of Chemistry

16 MAR 2026
Date

DELEGATION OF AUTHORITY FORM

I, John Blackshear, Vice President for Student Life, hereby delegate my authority under the University of Rochester Policy on Contracts, Signatures and Financial Authority (the "Policy") to the delegatees listed below to sign the following type(s) of Contracts:

Delegated Powers and Authority	Delegatee Title	Subdelegtations Allowed? (Y/N)	Delegation Limitations
The persons holding these offices may sign Contracts (and approve those signing in Corporate Purchasing), provided that such Contracts impact solely the programs, operational areas and budgets they oversee and do not affect other systems or budgets within the Office of Student Life.	• Associate Vice President, Student Life & Dean of Students • Director, University Student Life Operations • Director, Campus Dining Operations • Executive Director, Community Development & Engagement • Vice Provost & Director, University Health Services • Executive Director, Athletics and Recreation • Executive Director, Residential Life & Housing	Yes	• This delegation is limited to Contracts involving a total University expenditure of $50,000 or less. • This delegation is limited to Contracts that have a term length of one year or less.

This delegation shall remain in effect until revoked by me or my successor.

By: John H. Blackshear Date: 4/29/2026

John Blackshear
Vice President for Student Life

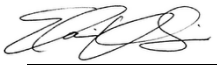
cc: Office of Counsel

DELEGATION OF AUTHORITY FORM

I, Elaine Sia, Senior Vice Provost for Academic Excellence, hereby delegate my authority under the University of Rochester Policy on Contracts, Signatures and Financial Authority to the delegate(s) listed below to sign the following type(s) of Contracts:

Delegated Powers and Authority	Delegatee Title	Subdelegtations Allowed? (Y/N)	Delegation Limitations
The person(s) holding these offices may sign Contracts, provided that such Contracts impact solely the programs, operational areas and budgets they oversee and do not affect other systems or budgets within the Office of Academic Excellence or the Office of Academic Affairs.	• Vice Provost for Academic Affairs	No	• This delegation is limited to Contracts between the University of Rochester and employers/community partners that are participating in the Greene Center's summer internship programs, specifically, the Schwartz Community-Based Internship Program, Hire Rochester Internship Program, and Ostrow Newkirk Internship Program.

This delegation shall remain in effect until revoked by me or my successor.

By:  Date: November 20, 2026

Elaine Sia
Senior Vice Provost for Academic Excellence

cc: Office of Counsel

Delegations of Contract Signing Authority
University of Rochester Policy on
Contracts, Signatures and Financial Authority

Delegating Officer: Senior Vice President for Institutional Resources

Contract Type	Office	Limitations
All	Assoc VP for Investments and Assistant Treasurer Senior Investment Officer and Assistant Treasurer	

Delegations of Contract Signing Authority
University of Rochester Policy on
Contracts, Signatures and Financial Authority

Delegating Officer: Executive Vice President for Administration & Finance & Chief Financial Officer

In general, the Executive Vice President, CFO and Treasurer (EVP/CFO) delegates Contract approval and signing authority to the following:

Senior Associate Vice President of Finance

Senior Associate Vice President for Facilities and Services

Chief Audit Executive

University Controller

Associate Vice President for Environmental Health and Safety

Associate Vice President for Public Safety

Associate Vice President for Real Estate, Portfolio Management and Planning

The delegation given hereby is limited as follows: the above offices are delegated authority to approve and sign Contracts that are (1) within their area of operational authority; (2) within their budgets and do not create an obligation that exceeds $1,000,000; AND (3) not otherwise within the signing authority given to another office in the Policy on Contracts, Signatures and Financial Authority.

Specifically, the Senior Associate Vice President of Finance is delegated the authority to sign Contracts for the purchase of goods and services for the University for amounts up to $1,000,000. This delegation replaces any assignment of authority related to Contracts for the purchase of goods and services under the current University of Rochester Policy on Contracts, Signatures and Financial Authority.

The holders of the above offices should consult with the EVP/CFO before committing to or signing any Contract that would create an obligation for the University that exceeds $100,000 in direct or indirect costs, or would have a significant, unusual, long-term or reputational impact.

DELEGATION OF AUTHORITY FORM

I, Douglas Rees, Associate Vice President of Procurement, hereby delegate my authority under the University of Rochester Policy on Contracts, Signatures and Financial Authority (the "Policy") to the delegatees listed below to sign the following type(s) of Contracts:

Delegated Powers and Authority	Delegatee Title	Subdelegtations Allowed? (Y/N)	Delegation Limitations
The persons holding these offices may sign all Contract Types which I am authorized to sign under the Policy, subject to the delegation limitations set forth herein.	Senior Director, Contract Management	No	This delegation is limited to Contracts involving a total University expenditure of $750,000 or less.
	Manager, Procurement Category	No	This delegation is limited to Contracts involving a total University expenditure of $500,000 or less.
	Senior Procurement Category Specialist	No	This delegation is limited to Contracts involving a total University expenditure of $250,000 or less.

This delegation shall remain in effect until revoked by me or my successor.

By: Douglas Rees Date: September 10, 2026

Douglas Rees
Associate Vice President of Procurement

cc: Office of Counsel

Delegations of Contract Signing Authority
University of Rochester Policy on
Contracts, Signatures and Financial Authority

Delegating Officer: Vice President for Communications

Contract Type	Office	Limitations
All	Associate VP for Medical Center Public Relations & Communications	Only as to contracts exclusively affecting the Medical Center
Permissions to film/record on University property and/or to use University owned media content (non-Medical Center)	AVP for Communications	Only for non-commercial use of film/recordings

Delegations of Contract Signing Authority
University of Rochester Policy on
Contracts, Signatures and Financial Authority

Delegating Officer: Vice President and General Counsel

Contract Type	Office	Limitations
All *(including the specific contract types listed below)*	• Deputy General Counsel • VP/General Counsel to the Medical Center	Only when delegate has determined that the VP/General Counsel is unavailable and there is a pressing need for signature
Settlement Agreements *(non-MCIC related)* *(including terms reached at conclusion of a mediation)*	Senior Counsel or above	Only: • after consultation with the VP/General Counsel; and • relating to matters worked on by the signing attorney
Settlement Agreements *(MCIC related)* *(including terms reached at conclusion of a mediation)*	Senior Counsel or above	Only: • after consultation with the AVP for Risk Management, VP/General Counsel to the Medical Center or VP/General Counsel; and • relating to matters worked on by the signing attorney
Agreements To Mediate *(with mediators and opposing counsel with a goal of mediation)*	Senior Counsel or above	Only: • after consultation with the AVP for Risk Management, VP/General Counsel to the Medical Center, VP/General Counsel, or Deputy General Counsel

Approved: Donna Gooden Payne, Vice President & General Counsel
Dated: September 1, 2022

Delegations of Contract Signing Authority
University of Rochester Policy on
Contracts, Signatures and Financial Authority

Delegating Officer: Senior Vice President for University Advancement

Contract Type	Office	Limitations
Events, Speakers, & Performers	Advancement AVP level (all)	Approval up to 150K; anything above requires SVP approval
Events, Speakers, & Performers	Advancement Exec. Director level (all) Advancement Sr. Director level (all) Advancement Director level (all)	Approval up to 150K; anything above requires SVP approval
Events, Speakers, & Performers	Advancement Sr. Assoc. Director level (all) Advancement Assoc. Director level (all) Advancement Asst. Director level (all) Advancement Development Mgr. (all)	Approval up to 25K; anything above requires Director, or higher, level approval
Consulting Agreements	Advancement AVP level (all)	Office of Advancement Administration and Finance
Gift Agreements	https://advancement.ur.rochester.edu/SitePages/forms-and-policies-products-andservices.aspx	

Approved by: Thomas J. Farrell, Senior Vice President for Advancement
Dated: December 20, 2018

Delegations of Contract Signing Authority
University of Rochester Policy on
Contracts, Signatures and Financial Authority

Delegating Officer: Director of the Office of Research and Project Administration

UR VENTURES

UNIVERSITY of ROCHESTER

Delegation of Signature Authority
University of Rochester/Medical Center
UR Ventures
October 8, 2021

The undersigned hereby certifies in his capacity as Interim Vice President for Research that Harl Tolbert, acting in his capacity as Associate Vice President for UR Ventures is authorized to approve and execute all contracts, agreements, and other binding legal instruments presented in the name of the University of Rochester, which are usual, necessary, and appropriate for the operation of the Medical Center and River Campus technology transfer programs. Such agreements and documents may include and are not limited to licenses, options, confidentiality agreements, material transfer agreements and documents required by the U.S. Patent and Trademark Office and the U.S. Copyright Office.

Certified:

Stephen Dewhurst
Interim Vice President for Research

Acknowledged:

Harl Tolbert
Associate Vice President
UR Ventures

601 Elmwood Avenue · P.O. Box URV · Rochester, NY 14642
585.276.6600 · 585.785.8829 *fax* · www.rochester.edu/ventures

Delegations of Contract Signing Authority
University of Rochester Policy on
Contracts, Signatures and Financial Authority

Delegating Officer: Dean of the Warner Graduate School of Education

Contract Type	Office	Limitations
All contracts directly involving the Warner Center for Professional Development and Education Reform	Director of the Warner Center for Professional Development & Education Reform	