

Texas Woman's University Regent Policy

Regent Policy Name: Signature Authority for Contracts and Agreements

Regent Policy Number: Regent Policy: E.50200

POLICY STATEMENT

This policy shall establish the contract administration and delegation of authority for the Board of Regents (“Board”) and authorized Texas Woman’s University (“TWU”) personnel to approve, sign, and execute contracts committing TWU to an approved act.

Consistent and clear contract administration and management policies will improve the overall financial contracting accountability for Texas Woman’s University and will ensure compliance with Texas Education Code (“TEC”) 51.9337.

APPLICABILITY

This policy is applicable to TWU Employees, Students, Guests, and University Affiliates.

DEFINITIONS

1. “Employee” means an individual who is employed part-time, full-time, or in a temporary capacity as faculty, staff, or who is required to be a student as a condition of employment, undergraduate or graduate.
2. “Guest” means any individual not affiliated with TWU.
3. “Student” means a person taking courses at TWU, a person who is not currently enrolled in courses but who has a continuing academic relationship with TWU, or a person who has been admitted or readmitted to TWU.
4. “University Affiliate” means any individual associated with TWU in a capacity other than as a Student or Employee who has access to TWU resources through a contractual arrangement or other association. This includes the following individuals:
 - a. Contractors and Vendors: an individual, business, or governmental entity that has a fully executed contract to provide goods or services to TWU. This includes employees of contractors or vendors and independent contractors.

- b. Employee of a Governmental Agency: an individual employed by a federal or Texas state agency.
- c. Employee of a TWU-Affiliated Institution: an individual who works for organizations that are tightly aligned with the University.
- d. Pre-Employment Individual: an individual who will be hired by the University and the hiring department has sponsored their access to TWU resources.
- e. Other University Affiliate: any individual who does not fit into any other category and needs access to TWU resources.

POLICY

I. Applicable Contracts

Section 1 Applicable Contracts. This policy shall apply to all contracts for the initial periods and for amendments or extensions thereto.

1.1 For the purpose of determining whether a contract requires the approval of the Board, any options(s) to extend or renew a contract shall be counted in the overall term of the contract.

1.2 Contracts shall not be divided to fall within lower levels of approval.

Section 2 Negotiations. Officers and employees of TWU are prohibited from acting as an agent for another person in the negotiation of the terms of an agreement relating to the provision of money, services or property to TWU.

II. Contract Management and Administration Handbook

Handbook Development. TWU shall develop a contract management and administration handbook that provides consistent contracting policies and practices and contract review procedures, including, but not limited to: purchasing accountability and risk analysis, conflicts of interest relating to purchasing, payments and contracts, signature matrix and a contract review checklist. The provisions of this handbook shall be consistent with state and federal contracting laws, rules and regulations.

III. Contract Administration and Delegation of Authority

Section 1 Contracts for the Purchase, Gift, or Acquisition of Real Property

- 1.1 Contracts for the purchase, gift, or acquisition of real property require Board approval.
 - a. Contracts for the purchase, gift, or acquisition of real property shall be contingent on Board approval.
 - b. The Board authorizes the Vice President for Finance and Administration and Chief Financial Officer to negotiate terms and enter into a purchase, gift, or acquisition agreement contingent on Board approval.
 - c. Any earnest money at risk shall be kept to a de minimis amount.

Section 2 Other Contracts Requiring Board of Regents Approval

- 2.1 Except as stated in the section “Contracts Not Requiring Board of Regent Approval”, the following contracts must be submitted to the Board for approval:
 - a. Major capital project contracts as described under Regent Policy E.50400: Capital Construction Projects;
 - b. All other contracts, including leases, involving an annual stated or implied consideration of \$1,000,000 or more;
 - c. Contracts, including leases, with a term length of five (5) or more years;
 - d. Contracts for the sale of real property or conveyance of any interests in real property (expressly excluded are utility easements); and
 - e. Any modification of an existing contract that would cause the revised aggregate contract amount to exceed \$1,000,000, or that increases the value of a contract already approved by the Board by over 25%.
- 2.2 If time is of the essence, the Chair of the Board of Regents Finance and Audit Committee may approve contracts and agreements listed in item (b) above if the financial commitment does not exceed \$2,000,000 and if the approval is reported to the Board at the next regularly scheduled Board Meeting.

Section 3 Contracts Not Requiring Board of Regents Approval.

The following types of contracts are not required to receive board approval regardless of dollar value or term:

- 3.1 Sponsored research contracts and grants;
- 3.2 Contracts which are procured through a state contract, state catalogue, or other procurement methodologies authorized by state statute and in accordance with TWU requirements;
- 3.3 Contracts, grants and agreements, including interagency contracts, to perform research, educational and/or service activities consistent with TWU's mission; and
- 3.4 Minor capital project contracts as described under Regent Policy E.50400: Capital Construction Projects.

Section 4 Contract Approval and Delegation of Authority. Contracts described in the section "Contracts Not Requiring Board of Regents Approval" may be approved by the Chancellor and President, or their designee, regardless of dollar value or term. The Chancellor and President is authorized to approve all contracts not reserved for approval by the Board, and may delegate their authority to an appropriate administrator through University Regulation and Procedure.

Section 5 Written Authorization Required. The authority to enter into contracts on behalf of TWU must be by express written authority in accordance with Regent Policies and approved contract administration regulations and procedures.

Section 6 Extension of Pre-Existing Conditions for Contracts which Pre-Date this Policy. Contracts reviewed and authorized prior to the adoption of this policy shall remain in full force and effect; however, any modification or extension of such contracts shall be reviewed and authorized in accordance with this policy.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, or internal processes or procedures.

REFERENCES

[Contract Administration and Management Handbook and all associated handbook exhibits.](#)

[Regent Policy E.50400: Capital Construction Projects](#)

FORMS AND TOOLS

None

Adopted: August 29, 2003

Revised: November 16, 2018; February 17, 2023; August 15, 2025