RE: Delegation of Authority

Dear XXXXXXXXXX
:

Under the current authority delegated to me by the President, I hereby designate Title

as my representative for executing contracts and agreements related to description
exclusive of the procurement of goods and services. Fully executed copies of all contracts,
preferably original copies, must be organized and retained consistent with records retention
policies.

This delegation of authority may not be re
-delegated to any subordinate
 (optional). You shall
also comply with the guidelines for Academic Affairs Division contracts and standard
University General
 Counsel requirements when executing this responsibility.

Please be mindful that you are responsible to ensure that the authority I have delegated to you
is exercised with reasoned and judicious care. To the extent you are presented with a situation
where it is not clear whether you should act or not act on behalf of the University, you should
consult me prior to acting.

All agreements/contracts should
 be approved as to legal form by the University’s General
Counsel, with the exception of contracts issued on forms/templates previously approved by
that office.

Any delegation of authority to execute agreements/contracts on behalf of Old Dominion
University preceding the date of this letter is hereby revoked.

If you have questions about this delegation of authority, I will discuss them with you.

Sincerely,

CC: John Broderick, President

 __________________, Vice President

 Office of the General Counsel