

Texas Woman's University Contracts Review and Signature Authority Matrix

Types of Contracts	Sub Types of Contracts	Routing Process for Review and Approval	Authorization to Execute Contracts (Less than \$500,000)
Academic Agreements Agreements where TWU is entering into a relationship with another entity to deliver or receive academic, scientific activities, clinical affiliations, practicums, or other cooperative or collaborative efforts for the purpose of its academic service or mission.	Clinical Affiliation and Supervision Agreements - Agreements where students go to a clinical setting to perform hands on work/training as part of their TWU-Program requirements. - Supervision Agreements are generally signed subsequent to and pursuant to a clinical affiliation agreement, but can be separate agreements.	1. Contract Originator 2. Department Head/Chair/Dean 3. Office of General Counsel *	- Provost or designee
	Non-Clinical Affiliation Agreements - Internship Agreements for students to perform work in non-clinical settings. - Rare, but becoming more common.	1. Contract Originator 2. Department Head/Chair/Dean 3. Office of General Counsel *	
	Research and Sponsored Program Agreements - Agreements that involve grant money or money paid to or by the University to support a working relationship (generally research) between a TWU employee and an outside entity.	1. Contract Originator 2. Office of Research and Sponsored Programs 3. Office of General Counsel *	
	Intellectual Property Agreements - Agreements involving the rights to intellectual property created by TWU employees. - Sometimes included within Research and Sponsored Program Agreements.	1. Contract Originator 2. Department Head/Chair/Dean 3. Office of Research and Sponsored Programs 4. Office of General Counsel *	
	Study Abroad/International Study Contracts - Contracts where TWU enters into an agreement with a travel entity to facilitate international educational travel. - Does not require TWU to pay money to the travel entity, but does require students and participating employees to pay money to the travel entity.	1. Contract Originator 2. Department Head 3. International Affairs Office 4. Office of Risk Management *** 5. Office of General Counsel **	
	Partnership Agreements - Agreements between TWU and another educational institution to offer services to students. - May or may not include monetary terms.	1. Contract Originator 2. Department Head/Chair/Dean/VP 3. Office of General Counsel *	-Provost or Designee -Chancellor or Designee ¹
	Memorandums of Understanding - Activities to be performed are loosely spelled out, but do not involve insurance, liability, or consequences for breach of contract terms.	1. Contract Originator 2. Department Head/Chair/Dean 3. Office of General Counsel *	

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Procurement Contracts Agreements for goods and services to be received from or provided to a non-TWU entity.	Advertising Contracts - Contracts for advertising of TWU as an institution (print, publications, radio, TV, billboard, internet, etc.).	1. Contract Originator 2. Department Head 3. Marketing and Communications 4. Procurement & Contract Services 5. Office of General Counsel**	- Chief Procurement Officer - or Designee (up to \$40,000) - Vice President of Finance and Administration - or Designee (up to \$500,000)
	Athletic Event/Contest/Sponsorship Contracts - Contracts for the Department of Athletics involving athletic events or contests and sponsorship agreements not resulting from a competitive RFP. Also applicable to recreational sports events, contests, and/or sponsorships.	1. Contract Originator 2. Athletic Director/Vice President for Student Life 3. Procurement & Contract Services 4. Office of Risk Management*** 5. Office of General Counsel**	
	Consultant Contracts - Contracts involving TWU's use of private consultants governed by Section 2254, Texas Government Code, and subchapter b. - Any consulting agreement where the total payment (including renewals, amendments, and extensions) will exceed \$25,000 must be published in the Texas Register for a minimum of 30 days prior to award.	1. Contract Originator 2. Department Head/Vice President 3. Procurement & Contract Services 4. Office of Risk Management*** 5. Office of General Counsel**	
	General Business and Service Contracts - Contracts where TWU is providing or receiving goods and/or services, including revenue, business and exempt purchasing expense agreements. - Contracts that are otherwise undefined by another category of contract.	1. Contract Originator 2. Department Head/Vice President 3. Procurement & Contract Services 4. Office of Risk Management*** 5. Office of General Counsel**	
	Inter-Agency and Interlocal Contracts - Contracts with other State of Texas agencies (see Sections 771 and 791 of the Texas Government Code).	1. Contract Originator 2. Department Head/Vice President 3. Procurement & Contract Services 4. Office of General Counsel**	
	Non-Disclosure and Data Sharing Agreements - Agreements involving the receipt of a non-TWU entity's proprietary information by a TWU employee. - Should be submitted at the same time as the underlying agreement that they support, if applicable.	1. Contract Originator 2. Department Head/Vice President 3. Office of Research & Sponsored Programs**** 4. Procurement & Contract Services 5. Office of General Counsel**	
	Professional Services Contracts - Contracts involving acquisition of professional services as defined by Section 2254.002 of the Texas Government Code.	1. Contract Originator 2. Department Head/Vice President 3. Procurement & Contract Services 4. Office of Risk Management*** 5. Office of General Counsel**	
	Space Rental Contracts - Contracts to rent TWU owned or leased properties to non-TWU entities or person's for use, including, but not limited to office, lab, classroom, storage, residence, etc. - For less than \$500,000 and for less than a 5-year period.	1. Contract Originator 2. Department Head/Vice President 3. Procurement & Contract Services 4. Office of Risk Management*** 5. Office of General Counsel**	

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Procurement Contracts Agreements for goods and services to be received from or provided to a non-TWU entity.	Software Contracts - Contracts for the purchase of software to be used by a TWU Department.	1. Contract Originator 2. Department Head/Vice President 3. Procurement & Contract Services 4. Information Technology Services 5. Office of Risk Management*** 6. Office of General Counsel**	- Chief Procurement Officer - or Designee (up to \$40,000) - Vice President of Finance and Administration - or Designee (up to \$500,000)
	Insurance Policy Contracts - Contracts where TWU is purchasing insurance to protect the University in the event of liability for injury or damages	1. Contract Originator (Office of Risk Management) 2. Procurement & Contract Services 3. Office of General Counsel**	-Vice President of Finance and Administration - or Designee (up to \$500,000)

¹For Memorandums of Understanding from the Division of Student Life or Enrollment Management, the Vice President for Student Life is designated as the authorized signatory.

*OGC review is not required if the agreement:

1. is on a TWU-approved agreement template AND the non-TWU contracting party has not requested edits to the TWU-approved template OR
2. the agreement is a renewal of a previously approved agreement.

**OGC review is not required if the contract:

1. is a Cooperative Contract, OR
2. the contract is submitted on an OGC-approved contract template, AND no edits have been requested by the non-TWU contracting party, OR
3. the contract is a renewal of a previously approved contract.

***Risk Management review not required if the contract:

1. is a Cooperative Contract, OR
2. is on a TWU-approved contract template that has not been edited

****ORSP review required if grant funds will be used.

Accepted and so delegated for fiscal year 2023



 Carine M. Eeyten, PhD
 Chancellor and President, Texas Woman's University

8/31/22

 Date