

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 ²
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 <ul style="list-style-type: none"> Clinical affiliation agreements involve students going 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. Master Agreements and Program Agreements 	1. Contract Originator 2. Department Head/Chair/Dean 3. Office of the Executive Vice President for Academic Affairs and Provost 4. Office of General Counsel*	-- Provost or designee ³ -- Chancellor or Designee ¹
	Non-Clinical Affiliation Agreements and Educational Experience Agreements <ul style="list-style-type: none"> Placement Agreements for students to perform work in non-clinical settings. 	1. Contract Originator 2. Department Head/Chair/Dean 3. Office of the Executive Vice President for Academic Affairs and Provost 4. Office of General Counsel*	
	Research and Sponsored Program Agreements <ul style="list-style-type: none"> 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. Non-Disclosure and Data Sharing Agreements for academic or research purposes Research related Material Transfer Agreements 	1. Contract Originator 2. Office of Research and Sponsored Programs 3. Office of the Executive Vice President for Academic Affairs and Provost 4. Office of General Counsel*	
	Intellectual Property Agreements <ul style="list-style-type: none"> Agreements involving the rights to intellectual property created by TWU faculty and staff related to their academic research and scholarship at TWU. 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 the Executive Vice President for Academic Affairs and Provost 5. Office of General Counsel*	

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<p>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.</p>	<p>Partnership Agreements</p> <ul style="list-style-type: none"> • Agreements between TWU and another educational institution to offer educational or clinical experiences to TWU students. • Includes interlocal agreements with other Texas government entities, such as municipalities and school districts, to create programs involving TWU student educational experiences. 	<ol style="list-style-type: none"> 1. Contract Originator 2. Department Head/Chair/Dean/VP 3. Office of the Executive Vice President for Academic Affairs and Provost 1. Office of General Counsel* 	<p>– Provost or Designee³ – Chancellor or Designee¹</p>
	<p>Memorandums of Understanding (MOU) for Academic Collaboration</p> <ul style="list-style-type: none"> • Unlike contracts or agreements, MOUs are not necessarily legally binding and should not address formal plans for monetary payment, compensation, confidentiality, HIPAA, FERPA, or intellectual property and licensing rights. • MOUs are often intended to simply set expectations and responsibilities of the parties. The planned activity may or may not happen as described in the MOU, but there is no penalty for failure. • Most commonly used among agreements with other universities or colleges or with school districts. Can be required as part of grant proposals. 	<ol style="list-style-type: none"> 1. Contract Originator 2. Department Head/Chair/Dean 3. Office of the Executive Vice President for Academic Affairs and Provost 4. Office of General Counsel* 	<p>– Provost or Designee³ – Chancellor or Designee¹</p>

Types of Contracts	Sub Types of Contracts	Routing Process for Review and Approval	Authorization to Execute Contracts (less than \$1 Million) ²
Procurement Contracts Agreements for goods and services to be received from or provided to a non-TWU entity.	Advertising Contracts <ul style="list-style-type: none"> 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 ³ (up to \$100K) – Senior Vice President of Finance and Administration or Designee ³ (up to \$1 Million) – Chancellor or Designee ¹
	Athletic Event/Contest/Sponsorship Contracts <ul style="list-style-type: none"> 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. Risk Management 4. Procurement & Contract Services 5. Office of General Counsel**	
	Construction Contracts <ul style="list-style-type: none"> Contracts with general contractors and construction suppliers, including JOC's. Standard Form of Agreement Between Owner and Contractor (TWU A202) 	1. Contract Originator 2. Department Head/Vice President 3. Risk Management 4. Procurement & Contract Services 5. Office of General Counsel**	
	Consultant Contracts <ul style="list-style-type: none"> Contracts involving TWU's use of private consultants, governed by Texas Government Code Section 2254, Subchapter b., to provide "the services of studying and advising an institution" (Texas Government Code Section 2254.021). Any consulting agreement where the total payment (including renewals, amendments, and extensions) will exceed \$25K 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. Risk Management 4. Procurement & Contract Services 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.	General Business and Service Contracts <ul style="list-style-type: none"> 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. Human Resources**** 4. Risk Management 5. Procurement & Contract Services 6. Office of General Counsel**	– Chief Procurement Officer or Designee ³ (up to \$100K) – Senior Vice President of Finance and Administration or Designee ³ (up to \$1 Million) – Chancellor or Designee ¹
	Inter-Agency and Interlocal Contracts <ul style="list-style-type: none"> General business and service contracts with other State of Texas agencies (see Sections 771 and 791 of the Texas Government Code) to provide goods and/or services. 	1. Contract Originator 2. Department Head/Vice President 3. Risk Management 4. Procurement & Contract Services 5. Office of General Counsel**	
	Non-Disclosure and Data Sharing Agreements related to Procurement Contracts <ul style="list-style-type: none"> Agreements involving the receipt of a non-TWU entity's proprietary information by a TWU employee or the receipt of TWU confidential or proprietary information by a non-TWU entity (e.g., prospective Vendor) 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 <ul style="list-style-type: none"> 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. Risk Management 4. Procurement & Contract Services 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.	Space Rental Contracts <ul style="list-style-type: none"> Contracts to rent TWU owned or leased properties to non-TWU entities or persons for use, including, but not limited to office, lab, classroom, storage, residence, etc. 	1. Contract Originator 2. Department Head/Vice President 3. Risk Management 4. Procurement & Contract Services 5. Office of General Counsel**	– Chief Procurement Officer or Designee ³ (up to \$100K) – Senior Vice President of Finance and Administration or Designee ³ (up to \$1 Million) – Chancellor or Designee ¹
	Software Contracts <ul style="list-style-type: none"> Contracts for the purchase of software to be used by a TWU Department. 	1. Contract Originator 2. Department Head/Vice President 3. Information Technology Services 4. Data Management 5. Data Accessibility (EIR) 6. Risk Management 7. Procurement & Contract Services 8. Office of General Counsel**	
	Study Abroad/International Study Contracts <ul style="list-style-type: none"> 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. Risk Management 5. Office of General Counsel **	
	Insurance Policy Contracts <ul style="list-style-type: none"> 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**	– Senior Vice President of Finance and Administration or Designee ³ (up to \$1 Million) – Chancellor or Designee ¹

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Miscellaneous Contracts Agreements that don't fall into Academic or Procurement contract types.	Partnership or MOU Agreements <ul style="list-style-type: none"> • Agreements or MOUs between TWU and another entity (often, a nonprofit or another educational institution) to partner or collaborate on non-academic or clinical matters (e.g., initiatives regarding enrollment, admissions, recruitment, or accreditation). • Most commonly requested by Divisions and Departments outside of the Division of Academic Affairs. • Includes interlocal agreements with other Texas government entities, such as municipalities, community colleges and school districts 	1. Contract Originator 2. Department Head/Vice President 3. Office of General Counsel	– Provost or Designee ³ – Chancellor or Designee ¹
	Waivers and Releases Agreements <ul style="list-style-type: none"> • These are formal written statements relinquishing a right, requirement or waiver of liability. • Common examples include agreements for individual participants (such as student or volunteers) in voluntary TWU-related activities or programs 	1. Contract Originator 2. Department Head/Vice President 3. Office of General Counsel	For waivers and releases of liability signed by TWU: – Chancellor or Designee ¹
	Any other agreement that does not fall within Academic Affairs or Procurement This typically will include MOUs and non-Procurement agreements requested by TWU departments outside of the Division of Academic Affairs.	1. Contract Originator 2. Department Head/Vice President 3. Office of General Counsel**	Chancellor or Designee ¹

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

²Board of Regents approval is required for certain contracts per Regent Policy E.50200: Signature Authority for Contracts and Agreements.

³Written delegation of authority required. Must be provided along with the agreement.

*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.

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

****HR review required for all Guest Lecturer, Guest Speaker, and Performer/Artist Agreements.

Accepted and so delegated for fiscal year 2026



Carine M. Feyten, PhD
Chancellor and President

9/3/25

Date