A. Introduction

Laws of the Regents and System Administrative Policy specify which individuals on each campus have signature authority to execute legal document on behalf of the University.

B. Policy Statement

1. The Chancellor and the Chancellor’s designees are the only individuals authorized to sign legal documents that include but are not limited to: contracts, agreements, letter agreements, leases, personnel matters, memoranda of understanding, or any other type of document that legally obligates the University of Colorado Denver (UCD) to perform some type of action.

2. Any University employee, including but not limited to: deans, associate deans, chairs, directors, principal investigators, faculty, professional research assistants, professional exempt, unclassified, and classified staff or students are not authorized under any circumstances to sign legal documents on behalf of the University unless the individual has been officially delegated signature authority by the Chancellor.

3. Unauthorized University employees who sign legal documents may become personally liable for the agreement and/or are subject to employment discipline.

C. Reference


D. Procedures

1. All legal documents that require a University signature will be routed according to the business and legal review process as indicated in the Contract Signature Matrix.

2. Contact the Finance Office or the campus Legal Office for legal documents not listed in the Contract Signature Matrix.