



University of Wisconsin
Whitewater

Delegation of Authority

Updated: 2/24/2025

A delegation of authority is a formal agreement between the University of Wisconsin-Whitewater and the position titles specified herein. These delegations encompass signature authority pertaining to contracts and procurement agreements, as well as designated authority related to operational responsibilities. The signature authority delegated is not subject to sub-delegation. Designated authority may be sub-designated, however, any sub-designation must be documented in writing and approved by the appropriate Vice Chancellor overseeing the relevant department.

By means of this Delegation of Authority document, I hereby delegate the specified individuals.

A handwritten signature in black ink, appearing to read 'Corey King', written over a horizontal line.

Dr. Corey King - Chancellor of UW-Whitewater

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Signature Authority

A delegation of signature authority is a formal agreement between the University of Wisconsin-Whitewater and the contracting and purchasing positions titles specified in this document. The signature authority granted herein derives from Chapters 16 and 36 of the Wisconsin Statutes, as well as the Board of Regents Policy 13-1.

Per Wis. Stat. §16.70, the state of Wisconsin's Department of Administration delegates procurement authority to purchase goods or services to special designated agents including the UW System Director of Procurement. Purchases or contracts exceeding the delegation agreement require the Wisconsin Department of Administration's review and approval. The UW System Director of Procurement is authorized to sub-delegate the authority to qualified individuals at UW institutions.

The University of Wisconsin System Board of Regents' (BOR) procurement authority is found in Wis. Stat. 36.11(1)(b), and authorizes the purchase of goods and services supporting the educational and research mission of the university. It is for purchasing goods and services unique to the university's academic and student life. This authority is separate from the state of Wisconsin's Department of Administration's delegated procurement authority. These are goods and services which are not purchased by other state agencies nor found in state mandatory contracts. This procurement authority also covers purchases of goods and services that have been statutorily assigned to the university. By following the procurement procedures laid out in the 500 Series UW System Administrative procurement policies, federal grant and contracting regulations should be met. Some additional contract clauses may be needed to meet specific federal grant or contract requirements.

Per Regent Policy Document 13-1, the Chancellor of each institution may delegate signature authority to specific individuals to efficiently address the operation of our campuses.

The signature authority delegated is not subject to sub-delegation.

General Contract Approval, Signature Authority, and Reporting (RPD 13-1)

The Board of Regents Authorizes the Secretary of the Board of Regents and the President of the University of Wisconsin System to sign contracts that bind the Board of Regents and/or UW System institutions.

The Board of Regents further authorizes the President of the University of Wisconsin System to: (1) delegate contract signature authority to other UW System Administration officials deemed to have the requisite knowledge, judgment, and operational need to exercise such authority; and (2) delegate to the Chancellors of UW System institutions the authority to sign contracts related to programs or operations of their institutions.

Chancellors may further delegate contract signature authority to other UW System institution employees deemed to have the requisite knowledge, judgment, and operational need to exercise such authority. An individual granted this delegation may not further delegate these responsibilities; this authority remains solely with the Chancellor.

Approval by the Board of Regents, prior to execution, is required for:

- Grants and contracts from private, profit-making organizations with a value greater than \$1,000,000
- Contracts for large or high-risk IT projects
- Athletic employment contracts with total annual compensation greater than \$500,000
- Any other grants or contracts that, in the judgment of Chancellor King, warrant Board of Regents review

Signature authority granted in this document does not apply to:

- Settlement agreements
- Subawards or subcontracts issued to or by the Universities of Wisconsin institutions that pass through federal funding and are governed by the terms of a federal grant or contract
- Real property contracts (RPD 13-2)
- Capital projects solely managed by the Universities of Wisconsin (RPD 13-5)
- University trust accounts, which are subject to the terms and conditions of individual trust documents
- Contracts and purchases issued under delegated state purchasing authority

Title	Name	Signature Authority For
Chancellor	Corey King	All contracts subject to exceptions noted above
		Form 5: Contract Request Form
Director of Procurement	Ryan Moore	All contracts subject to exceptions noted above
Vice Chancellor of Finance and Administrative Affairs	Brenda Jones	All contracts subject to exceptions noted above
Assistant Chancellor and Director of Athletics	Ryan Callahan	Athletic employment contracts with total annual compensation less than \$500,000 and subject to exceptions noted above
Chief Human Resources Officer	Connie Putland	Academic Support Service Agreements (SYS 236) subject to exceptions noted above
		Unclassified Employment Contracts subject to exceptions noted above
Provost and Vice Chancellor for Academic Affairs	Robin Fox (Interim)	Academic Personnel and Unclassified Employment Contracts subject to exceptions noted above
		Agreements regarding Copyrightable Instructional Material (SYS 1310) subject to exceptions noted above

Other Delegations: Purchase of Services

The delegations below provide University signature authority to commit to the Purchase of Services under Chapter 16 and 36 of the Wisconsin State Statutes. This will normally take the form of a PIR (Payment to Individuals Report) or an Academic Support Services Agreement. It will also include contracts for entertainers, performers, speakers, and special features. The positions listed below are delegated signature authority to commit the campus to such purchases. **Original contracts must be forwarded to the Purchasing Department so funds may be encumbered through the issuance of a Purchase Order.**

Note that third-party and facility use agreements are also subject to UW-Whitewater Facility and Ground Use Policy, Event Policy, Special Event Policy, Facility Use for Political Purposes Policy, and University Center Facilities Use Policy. The signature authority delegated is not subject to sub-delegation.

Title	Name	Signature Authority For
Vice Chancellor of Finance and Administrative Affairs	Brenda Jones	Contracts for the Purchase of Goods and Services
Director of Procurement	Ryan Moore	Contracts for the Purchase of Goods and Services
Procurement Specialist	Josh Filer	Standard hotel, speaker, and entertainment contracts
Procurement Specialist	Teri Drake	Standard hotel, speaker, and entertainment contracts
Vice Chancellor for Student Affairs	Kristin Fillhouer (Interim)	Operational contracts in Student Services programs Purchase limit of \$20,000
Director of University Housing	Terry Tumbarello	Operational contracts in Housing Purchase limit of \$5,000

Young Auditorium Arts Program Director	Michael Morrissey	Operational contracts for UWWTW Speaker and Entertainment Contracts Purchase limit of \$20,000
Dean of College of Arts and Communication	Michael Dugan	Operational contracts in CFA facility Purchase limit of \$5,000
Assistant Vice Chancellor and Dean of the College of Integrated Studies (Rock County)	Patricia Clasen	Operational contracts for normal athletic functions and contests including hotel contracts and UWWTW Speaker and Entertainment contracts. Purchase limit of \$20,000
University Center Executive Director	Angela Meldonian	Operational contracts for UWWTW Speaker and Entertainment Contracts Purchase limit of \$20,000
Assistant Chancellor and Director of Athletics	Ryan Callahan	Operational contracts for normal athletic functions and contests including hotel contracts and UWWTW Speaker and Entertainment Contracts Purchase limit of \$20,000

Other Delegations: Sale of Services

The delegations below provide University signature authority to commit to the Sale of Services under Chapter 36 of the Wisconsin State Statutes. The positions listed below are delegated signature authority to commit the campus to providing services for a negotiated fee. **The Risk Management Office must review all such agreements prior to finalization to ensure provisions relating to camps liability are minimized and proper insurance coverage is provided for the event.**

Note that third-party and facility use agreements are also subject to UW-Whitewater Facility and Ground Use Policy, Event Policy, Special Events Policy, Facility Use for Political Purposes Policy, and University Center Facilities Use Policy. The signature authority delegated is not subject to sub-delegation.

Title	Name	Signature Authority For
Vice Chancellor of Finance and Administrative Affairs	Brenda Jones	Operational contracts for facility and equipment rentals
Vice Chancellor for Student Affairs	Kristin Fillhouer (Interim)	Operational contracts for indoor facility and equipment rentals
Assistant Chancellor and Director of Athletics	Ryan Callahan	Operational contracts for athletics facilities and equipment rentals
Young Auditorium Arts Program Director	Michael Morrissey	Operational contracts for indoor facility and equipment rentals Sale limit of \$20,000
Recreation Program Director	Therese Kennedy	Operational contracts for facility and equipment rentals Sale limit of \$5,000

University Center Executive Director	Angela Meldonian	Operational contracts for facility and equipment rentals in the University Center Sale Limit: \$20,000
Assistant Vice Chancellor and Dean of the College of Integrated Studies (Rock County)	Patricia Clasen	Operational contracts for facility and equipment rentals at UW-Whitewater Rock County Sale Limit: \$20,000
Director of University Housing	Terry Tumbarello	Operational contracts for facility and equipment rentals in Housing facilities Sale Limit: \$1,000
Director of Camps and Conferences	Lucas Peterson (Interim)	Operational contracts for facility and equipment rentals Sale Limit: \$50,000

Necessity of Official University Signature

Any contract which purports to create a binding legal or financial obligation upon the university will require an official university signature to be valid. A document that is signed outside of proper signature authority may not be legally binding. Further, an employee who signs a document without authority to do so could be personally liable for any damage incurred as a result. If there is any doubt as to whether a contract or other form might require an official university signature, contact Gabby Dralle at dralleg@uww.edu or Thomas Lisowski at lisowskt@uww.edu in the Office of the Chancellor.

Other Miscellaneous Contracts

Contracts that are not specifically addressed in the chart above should be sent to the Vice Chancellor of Finance and Administrative Affairs, Brenda Jones, for signature.

Modifications to Signature Authority

Please contact Gabby Dralle at dralleg@uww.edu or Thomas Lisowski at lisowskt@uww.edu in the Office of the Chancellor to request any changes in existing signature authority made necessary by new hires or employee departures.

Oversight

The Compliance Officer & Coordinator in the Office of the Chancellor will annually review the signature authority delegations granted in this document. These delegations are on file in the University of Wisconsin-Whitewater Office of the Chancellor and the Universities of Wisconsin System Administration Office of the President.

Designated Authority

A designation of authority is a formal agreement between the University of Wisconsin-Whitewater and the designee position titles specified in this document. The designees, appointed by the Chancellor, shall have visibility into and responsibility for the operations detailed herein.

These designations enable the designees to effectively manage the designated areas of responsibility, ensuring compliance with Federal and State regulations, as well as Board of Regents, Universities of Wisconsin System Administration, and University of Wisconsin - Whitewater policies and procedures. It is essential that designees understand the scope of their authority, as well as the obligations and responsibilities that accompany these designations.

Designated authority may be sub-designated, however, any sub-designation must be documented in writing and approved by the appropriate Vice Chancellor overseeing the relevant department.

Designation by Position

Title	Name	Designation Regulations
Academic Chairs	https://www.uww.edu/acadaff/about	SYS 1310
Assistant Chancellor and Director of Athletics	Ryan Callahan	Chapter UWS 21
Assistant Vice Chancellor & Dean of the College of Integrated Studies	Patricia Clasen	SYS 230, SYS 240, SYS 825, SYS 1310, SYS 1315, Chapter UWS 21, Empathia - Black Swan Solutions
Assistant Vice Chancellor of Financial Services	Trisha Barber	SYS 306, SYS 330, SYS 805
Associate Provost	Kristin Plessel	SYS 825
Associate Vice Chancellor and Chief Information Officer	Sara Deschner	RPD 25-5, SYS 306
Bookstore Executive Director	Dale Pinzino	Chapter UWS 18
Bursar	Katie Patterson	SYS 326, SYS 805
Chief Human Resources Officer	Connie Putland	SYS 205, SYS 230, SYS 306, SYS 1290
Chief of University Police	Matt Kiederlen	Chapter UWS 18, Empathia - Black Swan Solutions
Controller	Kristin Fekete	SYS 306, SYS 330, SYS 805
Dean of the College of Arts and Communication	Michael Dugan	SYS 230, SYS 240, SYS 825, SYS 1310, SYS 1315, Chapter UWS 21

Dean of the College of Business and Economics	Paul Ambrose	SYS 230, SYS 240, SYS 825, SYS 1310, SYS 1315, Chapter UWS 21
Dean of the College of Education and Professional Studies	Lana Collet-Klingenberg	SYS 230, SYS 240, SYS 825, SYS 1310, SYS 1315
Dean of the College of Letters & Sciences	Jason Janke	SYS 230, SYS 240, SYS 825, SYS 1310, SYS 1315
Dean of the College of Graduate Studies	Matthew Vick	SYS 230, SYS 240, SYS 825, SYS 1310, SYS 1315
Dean of Students Office		Chapter UWS 17
Director of Camps & Conferences	Lucas Peterson (Interim)	Chapter UWS 21
Director of Facilities Planning & Management	Brian Zobel	SYS 306
Director of Financial Aid	William Trippet	SYS 205, SYS 306
Director of Procurement	Ryan Moore	SYS 306
Director of Research and Sponsored Programs	Carl Fox	SYS 1310, SYS 1315
Director of Safety and Risk Management	Lance Frederick	SYS 306
Executive Director of Marketing and Communications	Jeff Angileri	Empathia - Black Swan Solutions
Housing Staff		Chapter UWS 17 (see discretionary statement)
Provost and Vice Chancellor for Academic Affairs	Robin Fox (Interim)	SYS 210, SYS 230, SYS 240, SYS 344, SYS 810, SYS 825, SYS 1310, Empathia - Black Swan Solutions
Recreation Program Director	Therese Kennedy	Chapter UWS 21
University Center Executive Director	Angela Meldonian	Chapter UWS 21

Vice Chancellor for Finance and Administrative Affairs	Brenda Jones	RPD 21-6, SYS 210, SYS 230, SYS 240, SYS 805, SYS 807, SYS 1315, Chapter UWS 21, Empathia - Black Swan Solutions
Vice Chancellor for Student Affairs	Kristin Fillhouer (Interim)	SYS 230, 240, SYS 820, Chapter UWS 17, Empathia - Black Swan Solutions
Vice Chancellor for University Relations & University of Wisconsin - Whitewater Foundation President	Katie Kuznacic	SYS 230, SYS 240
Young Auditorium Arts Program Director	Michael Morrissey	Chapter UWS 21

Program Revenue Calculation Methodology and Fund Balances Policy (RPD 21-6)

It is the policy of the Board of Regents that the UW System and UW System institutions maintain appropriate balances to protect the institutions in cases of sudden shortfalls in revenue, to provide for extraordinary events, and to protect against unbudgeted future expenses or losses. Institutions with negative balances for (1) Tuition and (2) Auxiliary Operations shall submit a savings plan on how they will eliminate the negative balance and within what time frame.

Designee shall review RPD 21-6 in its entirety.

Title	Name	Designated Authority For
Vice Chancellor for Finance and Administrative Affairs	Brenda Jones or designee	Designee under RPD 21-6

Information Technology: Information Security (RPD 25-5)

The chancellor or designee, generally the chief information officer, at each UW System institution shall:

- Be responsible for compliance with the systemwide information security program and related processes;
- Provide information-security-related training and guidance to their respective institutions;
- Collaborate with systemwide information security governance committees to maintain consistent policies, processes, and communications about the UW System information security program.

Designee shall review RPD 25-5 in its entirety.

Title	Name	Designated Authority For
Associate Vice Chancellor and Chief Information Officer	Sara Deschner or designee	Designee under RPD 25-5

Employment of Student Help (SYS 205)

The Chancellor of each institution (or designee) is assigned the responsibility to operate its student employment program, including implementation of UW System policies and procedures, institutional compensation plans and monitoring processes.

Institutions shall communicate to their student employees the conditions of employment, performance expectations, and insurance coverages. Hourly and non-hourly student employees shall be paid on a bi-weekly schedule. Provide or make available through automated means tax and earnings statements to student employees. Each institution shall maintain student payroll records which constitute adequate financial records and audit trails, including the certification of time and effort as required by federal regulations.

The Chancellor (or designee), shall determine which student employment jobs will be compensated on a non-hourly pay basis (salaried).

The Chancellor (or designee), with the advice of the Committee, shall establish a rate structure that is consistent with the compensation policies in this policy, and that will:

1. Allow for an adjustment to the hourly and non-hourly rates if there is a change in the assigned work responsibility or the student achieves relevant work experience.
2. Establish a maximum rate which cannot be exceeded without approval of the university official designated by the Chancellor to monitor the student employment program.

Designees shall review SYS 205 in its entirety.

Title	Name	Designated Authority For
Chief Human Resources Officer	Connie Putland	Operating UW-Whitewater's student employment program, including implementation of UW System policies and procedures, institutional compensation plans and monitoring processes.

Director of Financial Aid	William Trippett	Determining which student employment jobs will be compensated on a non-hourly basis (salaried)
		Establishing a rate structure that is consistent with the compensation policies in SYS 205

Educational Assistance for Faculty and Staff (SYS 210)

Requests for reimbursement for the cost of coursework or training are initiated by the employee through the appointing authority.

Normally, coursework is taken on an employee's own time. If the employer determines that the needed coursework is available only during the employee's scheduled hours of service, a program of proportional compensatory time may be arranged, provided normal services of the employing unit are not disrupted or impaired. No more than one course, up to five credits, or a training equivalent in any academic term (e.g., a semester, summer session or an equivalent) should be reimbursed. Additional coursework may be authorized by the chancellor or designee.

Designees shall review SYS 210 in its entirety.

Title	Name	Designated Authority For
Provost and Vice Chancellor for Academic Affairs	Robin Fox (Interim)	Authorizing additional coursework
		Appointing authority
Vice Chancellor for Finance and Administrative Affairs	Brenda Jones	Authorizing additional coursework
		Appointing authority

Salary & Fringe Benefits Calculations for Unclassified Staff (SYS 230)

This policy sets forth proper bases to use for calculations concerned with salaries and fringe benefits of employees of the UW System in alignment with UW System Administrative Policy 215 (SYS 215), Payment Methods and Timing for Payroll, and s.109.03, Wis. Stats., which also address pay period assignment and payment issuance.

Employees are compensated in accordance with this policy. Employees are eligible for benefits based on the appointment type, time base of the appointment (FTE), and the length of the appointment(s) (duration).

Compensation received in the summer period may not in aggregate exceed 4.5 biweekly pay periods of the academic year salary of the person appointed unless an explicit exception is granted by the Chancellor or designee, regardless of source of funds. However, in no case can summer compensation exceed the equivalent of 6.5 biweekly pay-periods for additional summer assignments.

The chancellor or designee may approve increased compensation in the form of an overload payment in cases where a temporary assignment is undertaken at another UW System institution, or an individual is asked to assume additional short-term responsibilities.

Designees shall review SYS 230 in its entirety.

Title	Name	Designated Authority For
Deans	Michael Dugan Paul Ambrose Lana Collet-Klingenberg Patricia Clasen Jason Janke Matthew Vick	Requesting overload payments to be reviewed by Chief Human Resources Officer

Vice Chancellors	Kristin Fillhouer (Interim) Robin Fox (Interim) Brenda Jones Katie Kuznacic	Requesting overload payments to be reviewed by Chief Human Resources Officer
Chief Human Resources Officer	Connie Putland	Calculating unclassified payroll and fringe benefits
		Reviewing and recommending requests for overload payments to Provost
Provost and Vice Chancellor for Academic Affairs	Robin Fox (Interim)	Approving all unclassified salary advances prior to payments
		Approving overload payments requested by Deans and recommended by Chief Human Resources Officer
		Granting exceptions for compensation received in the summer period

Relocation (Household Moves) and Temporary or Indefinite Work Assignments (SYS 240)

It is the policy of the University of Wisconsin System to allow institutions to pay relocation stipends for new and presently employed personnel assigned to new locations by transfer or promotion, in accordance with IRS regulations. This policy also identifies when and how expenses related to temporary or indefinite work assignment away from the employee's headquarter location are reimbursable or directly paid.

Prior to the move, the approving authority must authorize in writing the payment of an employee relocation stipend. Written approval is required prior to authorizing reimbursements to the employee. When approving relocation expenses, the approving authority must review and approve the following information on an authorization letter or equivalent form using university letterhead:

- Name of relocating employee
- Reason for the move
- Position
- Specific amount of the standard relocation stipend and if the employee/ new hire is eligible for a supplemental stipend.

When approval for a relocation stipend is granted, the approving authority must provide the relocating employee a copy of the authorization letter or equivalent form. The authorization letter or equivalent form must be attached to any relocation-related payment request.

In the event that the institution determines that the relocation expenses of the impacted employee or new hire will be unusually high, and that a failure to grant a supplemental stipend would create a hardship for the impacted employee or new hire, a supplemental stipend may be granted to the impacted employee or new hire. The Chancellor or President of the institution must approve the award of any supplemental stipend.

Designees shall review SYS 240 in its entirety.

Title	Name	Designated Authority For
Vice Chancellor for Finance and Administrative Affairs	Brenda Jones	Approving authority
Deans	Michael Dugan Paul Ambrose Lana Collet-Klingenberg Patricia Clasen Jason Janke Matthew Vick	Reviewing and initialing requests for their unit and forwarding the request to the Vice Chancellor for Finance and Administrative Affairs
Vice Chancellors	Kristin Fillhouer (Interim) Robin Fox (Interim) Brenda Jones Katie Kuznacic	Reviewing and initialing requests for their unit and forwarding the request to the Vice Chancellor for Finance and Administrative Affairs

Accounting and Budget Control (SYS 306)

This policy identifies the basic accounting activities to be performed within the University of Wisconsin System and establishes requirements for each accounting activity. Accounting policies and practices shall be consistent for all funds regardless of source and for all business units.

Designees shall review SYS 306 in its entirety.

Title	Name	Designated Authority For
Director of Procurement	Ryan Moore	Duties related to Purchasing, Credit Cards, and Pre-Audits
Associate Vice Chancellor and Chief Information Officer	Sara Deschner	IT chargebacks, telephone charges, and chargebacks
Chief Human Resources Officer	Connie Putland	Payroll Pre-Audit
		Student Employment Pre-Audit
Director of Facilities Planning and Management	Brian Zobel	TMA Chargebacks, Utilities, and Physical Plant Audit
Controller	Kristin Fekete	All Supplier Payments, General Ledger Adjustments, Corrections, and Chargebacks
Director of Safety and Risk Management	Lance Frederick	Insurance Claims
Assistant Vice Chancellor of Financial Services	Trisha Barber	All Supplier Payments, General Ledger Adjustments, Corrections, and Chargebacks
Director of Financial Aid	William Trippet	Student Employment Pre-Audit

Collections and Write-Offs (SYS 326)

Accounts receivable are the result of various types of financial transactions including but not limited to: student tuition, fees, room, board, miscellaneous student accounts, short-term loans from State funds, as well as from sales of products and services to the general public and private sector. It is necessary that procedures be in place to maximize collection of delinquent accounts receivable and minimize the administrative cost of those efforts.

In all cases, write-offs must be approved by someone not directly associated with either the billing or collection efforts.

Accounts receivable up to \$200, may be written off by the institution if all collection efforts have been completed up to the point where the account would have been referred to a collection agency.

Accounts receivable between \$200 and \$1,000 may be written off by the institution if returned as uncollectible by a collection agency.

Accounts receivable between \$200 and \$1,000 which have not been referred to a collection agency and all accounts receivable over \$1,000 must be referred to UW System Financial Administration for write-off approval. Requests for write-off should include name, amount, school term (if tuition/fees) and statement why that accounts receivable has been determined to be uncollectible.

Designee shall review SYS 326 in its entirety.

Title	Name	Designated Authority For
Bursar	Katie Patterson or designee	Approving write-offs

Prizes, Awards, and Gifts (SYS 330)

Prizes may be awarded only in situations where benefits are expected to accrue to the University. Examples include door prizes to persons attending athletic events and prizes awarded as incentives to encourage responses to customer questionnaires and other types of surveys. The anticipated benefits of awarding a prize must be documented, and the decision to award prizes must be approved in writing by the chancellor or his/her designee.

GPR may be used only for awards such as certificates and plaques that have no intrinsic value or for items of minimal value that bear the University's logo. Awards to employees should not exceed \$100 in cost; special cases must be approved by the chancellor.

Designee shall review SYS 330 in its entirety.

Title	Name	Designated Authority For
Controller	Kristin Fekete	Designee under SYS 330
Assistant Vice Chancellor of Financial Services	Trisha Barber	Designee under SYS 330

Extramural Support for Instructional Programs (SYS 344)

It is the policy of the UW System to accept extramural support for instructional credit programs. Extramural sponsors include the federal government, state government, school districts, private industry, agencies and other organizations. All extramural support for instructional programs must go through the institutional review process prior to acceptance. The sponsor should reimburse the University for direct program costs. Indirect costs shall be reimbursed consistent with Section C.V. of Extramural Support Administration (SYS 342).

Segregated fees for off-campus programs may be waived with the approval of the chancellor or designee.

Designee shall review SYS 344 in its entirety.

Title	Name	Designated Authority For
Provost and Vice Chancellor for Academic Affairs	Robin Fox (Interim) or designee	Reviewing and setting a policy relating to Distance Education Fees (for programs not using campus facilities) after consultation with the Chancellor
		Waiving segregated fees for off-campus programs

Tuition and Fee Policies for Credit Instruction (SYS 805)

All students attending UW System institutions are required to pay tuition unless exempt through a fee remission or under the senior audit policy. Tuition is to be assessed at the Regent approved rates in all cases, except where the Board has delegated tuition setting authority to the President or to chancellors. Specific policy provisions are outlined in SYS 805.

Exceptions to any of the stated provisions due to extraordinary circumstances can be made only by the chancellor or the chancellor's designee(s). Any designation of authority should be in writing and maintained in the designees' offices. Documentation justifying exceptions should be maintained. Blanket exceptions are not authorized.

Designees shall review SYS 805 in its entirety.

Title	Name	Designated Authority For
Vice Chancellor for Finance and Administrative Affairs	Brenda Jones	Approving any exceptions for students
Bursar	Katie Patterson	Waiving finance charges accrued on a Payment Plan
		Waiving fees accrued due to nonattendance at the institution after having enrolled in one or more courses
		Waiving or reducing advance registration fees
Controller	Kristin Fekete	Waiving finance charges accrued on a Payment Plan
Assistant Vice Chancellor of Financial Services	Trisha Barber	Waiving finance charges accrued on a Payment Plan

Medical Withdrawal (SYS 807)

This policy applies to the medical withdrawal process, including tuition refunds beyond the 100% refund date per UW System Administrative Policy 805, Tuition and Fee Policies for Credit Instruction.

Exceptions to any of the stated provisions in this policy can only be authorized by the chancellor or the chancellor's designee. Any designation of authority should be in writing and maintained in the designee's offices. Documentation justifying exceptions should be maintained. Blanket exceptions are not authorized.

If the central campus office overseeing medical withdrawals determines a refund of tuition and segregated fees is in order, UW universities should follow the refund ranges listed in the tables below. Exceptions to the schedule may only be granted by the chancellor or designee.

Designee shall review SYS 807 in its entirety.

Title	Name	Designated Authority For
Vice Chancellor for Finance and Administrative Affairs	Brenda Jones or designee	Designee under SYS 807

Study Abroad & Study Away Programs (SYS 810)

This policy addresses the funding for study abroad and study away programs and normalizes these practices across the UW System.

Exceptions to any aspect of this policy may be made only by the Chancellor or delegated designee. Designation of an individual as the Chancellor's designee should be in writing and maintained in the proper office. Documentation justifying exceptions shall be maintained at the institution. Please review this policy in its entirety for guidance.

Designee shall review SYS 810 in its entirety.

Title	Name	Designated Authority For
Provost and Vice Chancellor for Academic Affairs	Robin Fox (Interim) or designee	Designee under SYS 810

Segregated University Fees (SYS 820)

This policy sets forth legal and policy principles applicable to the administration of student fees (referred to in this policy as "segregated university fees" or "SUF").

See full policy statement for the list of permitted and prohibited SUF expenditures. These are in addition to other limits established by law or policy.

Designee shall review SYS 820 in its entirety.

Title	Name	Designated Authority For
Vice Chancellor for Student Affairs	Kristin Fillhauer (Interim) or designee	Designee under SYS 820

Special Course Fees (SYS 825)

This policy sets forth the variety of purposes for which institutions may use special course fees and the procedures for assessing special course fees.

The Chancellor or his or her designee(s) must approve all special course fees and must document and maintain all records of that approval. Each institution should develop a standard approval process. Institutions shall notify students of all approved special course fees in the university catalog/bulletin and/or timetable/class schedule prior to registration.

Designees shall review SYS 825 in its entirety.

Title	Name	Designated Authority For
Deans	Michael Dugan Paul Ambrose Lana Collet-Klingenberg Patricia Clasen Jason Janke Matthew Vick	Submitting a written special course fee (SCF) proposal to establish, change, or eliminate SCF to Provost. SCF must include a justification complying with the policy paper. Please be sure and review policy provisions prior to submitting the request.
Provost and Vice Chancellor for Academic Affairs	Robin Fox (Interim)	Approving all SCFs submitted by the Deans. Must document and maintain records of approvals, as well as notify Financial Services for collection.
Associate Provost	Kristin Plessel	Approving all SCFs submitted by the Deans. Must document and maintain records of approvals, as well as notify Financial Services for collection.

Code of Ethics (SYS 1290)

It is the policy of the University of Wisconsin System that chancellors or their designees provide each newly hired employee with the code of ethics to which the employee is subject. Thereafter, chancellors should annually provide all employees with the appropriate code of ethics.

Employees should review, abide by, and ask for clarifications when necessary regarding their respective code of ethics. If an employee is uncertain whether a future action may violate a code of ethics, the employee should consult with the chancellor or the chancellor's designee.

Managers and Supervisors (or other individuals designated by the institution to review outside activity reports) are responsible for reviewing the information provided on outside activity reports submitted by employees and determining whether any reported activities may pose potential conflicts of interest.

Designee shall review RPD 20-22 and SYS 1290 Policy and Guidance in their entirety.

Title	Name	Designated Authority For
Chief Human Resources Officer	Connie Putland or designee	Providing each newly hired employee with the code of ethics to which the employee is subject

Copyrightable Instructions Materials Ownership, Use, and Control (SYS 1310)

This policy governs the creation of copyrightable instructional materials by faculty or staff. It addresses the Ownership of material, the contractual considerations, distribution, revision, withdrawal, compensation, outside party rights, and compensation topics relating to the production of such materials.

When copyrightable instructional materials are produced as an assigned duty of employment, the UW institution shall own all rights, including copyrights, in the materials produced, together with any royalties and fees, unless a contrary agreement has been reached prior to the beginning of the project between the author and the chancellor or his or her designee.

The author shall be offered the opportunity to assume responsibility for the revision of the instructional material. If the author declines, the assignment of responsibility will be made by the Chancellor, or designee.

The Chancellor or his or her designee shall be responsible for determining whether a project is suitable and reasonably related to the academic mission of the institution. The sponsoring department or functional equivalent shall be responsible for designating an individual to assume responsibility for the content and structure of the project. The responsible individual will be responsible for obtaining clearances or any permissions for the use of previously copyrighted materials as well as obtaining any necessary agreements, waivers and releases of rights from project participants.

Designees shall review SYS 1310 in its entirety.

Title	Name(s)	Designated Authority For
Academic Chairs	https://www.uww.edu/acadaff/about	General oversight of activity having copyrightable implications at the department and college level.
		Monitoring the activities of their departments and reporting the creation of instructional materials to the Dean.

Director of Research and Sponsored Programs	Carl Fox	General oversight of activity having copyrightable implications at the department and college level.
		Monitoring the activities of their departments and reporting the creation of instructional materials to the Dean.
Deans	Michael Dugan Paul Ambrose Lana Collet-Klingenberg Patricia Clasen Jason Janke Matthew Vick	Reviewing the characteristics of reported materials from Academic Chairs and, when application of SYS 1310 may be appropriate, reporting the situation to the Provost .
Provost and Vice Chancellor for Academic Affairs	Robin Fox (Interim)	Applying SYS 1310 to reported materials.
		Determining whether a project is suitable and reasonably related to the academic mission of UW-Whitewater
		Responsible for the content and structure of the project
		Obtaining clearances or any permissions for the use of previously copyrighted materials as well as obtaining any necessary agreements, waivers, and releases of rights from project participants.

Patents and Inventions (SYS 1315)

A substantial portion of research performed at UW System institutions is funded by outside parties through formal grants and contracts, with various federal agencies constituting the majority research funding source. In addition, other contractual agreements may apply to research conducted by UW System institutions, such as collaboration agreements or material transfer agreements.

All inventions discovered by faculty, staff, or students on appointment while pursuing their university duties, or on university premises, or with university supplies or equipment must be reported in writing to the chancellor or designee or the appropriate Intellectual Property Management Organization (IPMO). UW-Whitewater reports to WiSys Technology Foundation (WiSys).

Upon disclosure, all inventions are subject to equity review by the chancellor (or designee) to determine rights in the invention based on the obligations associated with any funding sources or any other contractual terms that affect rights in the invention. The chancellor (or designee) has the responsibility for determining if contractual obligations apply to the invention and, if so, ensure that such obligations are fully met.

When the chancellor or designee determines that an invention has been made with non-Federal funding and the invention is subject to contractual obligations which apply to that invention, the chancellor or designee has the responsibility for ensuring that any contractual obligations are satisfied.

Inventors should obtain approval from their chancellor or designee prior to the disposition of unencumbered inventions embodied in tangible form.

Designees shall review SYS 1315 in its entirety.

Title	Name(s)	Designated Authority For
Deans	Michael Dugan Paul Ambrose Lana Collet-Klingenberg	Reporting discovery or invention to Vice Chancellor for Finance and Administrative Affairs

	Patricia Clasen Jason Janke Matthew Vick	
Director of Research and Sponsored Programs	Carl Fox	Reporting discovery or invention to Vice Chancellor for Finance and Administrative Affairs
Vice Chancellor for Finance and Administrative Affairs	Brenda Jones	Reviewing and making the determination if any contractual obligations to grantor exists (Federally funded or Non-Federally funded) and to take steps to insure obligations are fulfilled. A full review of copyrights and patents will be made.

STUDENT NONACADEMIC DISCIPLINARY PROCEDURES (Chapter UWS 17)

This chapter defines nonacademic misconduct, provides university procedures for effectively addressing misconduct, and offers educational responses to misconduct. The University of Wisconsin System is committed to respecting students' constitutional rights. Nothing in this chapter is intended to restrict students' constitutional rights, including rights of freedom of speech or to peaceably assemble with others.

Designees shall review and adhere to Chapter UWS 17 in its entirety, along with UW-Whitewater conduct processes.

Discretionary Statement

At the discretion of the Vice Chancellor for Student Affairs or Dean of Students Office, selected Housing staff may be authorized to exercise Chapter UWS 17 authority only in alignment with established internal processes and best practices as outlined in UW-Whitewater conduct process documents. Any exceptions must be approved in writing by the Vice Chancellor for Student Affairs.

Title	Name	Designated Authority For
Chancellor	Corey King	Chief Administrative Officer under Chapter UWS 17
UWSA Investigators		Investigating officer(s) under Chapter UWS 17 for allegations involving sexual misconduct
Vice Chancellor of Student Affairs	Kristin Fillhouer (Interim)	Student affairs officer under Chapter UWS 17
Dean of Students Office		Hearing examiner under Chapter UWS 17
		Investigating officer under Chapter UWS 17 <i>Except for allegations involving sexual misconduct, as defined in s. UWS 17.151</i>

Housing Staff (see discretionary statement above)		Hearing examiner under Chapter UWS 17 (see discretionary statement above)
		Investigating officer under Chapter UWS 17 (see discretionary statement above) <i>Except for allegations involving sexual misconduct, as defined in s. UWS 17.151</i>

Conduct on University Land (Chapter UWS 18)

Chapter UWS 18 regulates conduct on all lands subject to the control of the Board of Regents of the University of Wisconsin System.

Chapter UWS 18 Overview

UWS 18.03 - Law enforcement.

UWS 18.04 - Traffic rules.

UWS 18.05 - Parking rules.

UWS 18.06 - Protection of resources.

UWS 18.07 - Use of campus facilities.

UWS 18.08 - Personal conduct prohibitions.

UWS 18.09 - Alcohol and drug prohibitions.

UWS 18.10 - Offenses against public safety.

UWS 18.11 - Offenses against public peace and order.

UWS 18.12 - Property offenses.

UWS 18.13 - Penalties.

UWS 18.14 - Institutional regulations.

UWS 18.15 - Additional statutory penalty provisions regulating conduct on university lands.

Designee shall review Chapter UWS 18 in its entirety.

Title	Name	Designated Authority For
Chief of Police	Matt Kiederlen	Chief Administrative Officer under Chapter UWS 18
Bookstore Executive Director	Dale Pinzino	Designee under Chapter UWS 18.05

Use of University Facilities (Chapter UWS 21)

It is the policy of the Board of Regents that the facilities of the university are to be used primarily for purposes of fulfilling the university's missions of teaching, research and public service. University facilities are not available for unrestricted use for other purposes. In order to preserve and enhance the primary functions of university facilities, the Board of Regents adopts this chapter to govern the use of university facilities.

UWS 21.03

- (1) The chancellor of each institution, or his or her designee, shall permit organizations associated with that institution to use university facilities for events for staff and students, if he or she determines that:
- (a) The proposed use will not interfere with or detract from the teaching, research and public service missions of the institution;
 - (b) The institution has appropriate facilities available for the proposed use; and
 - (c) The organization has complied with institutional procedures adopted under s. UWS 21.06.
- (2) The chancellor of each institution, or his or her designee, may permit organizations associated with that institution to use university facilities for public events if he or she determines that:
- (a) The proposed use will not interfere with or detract from the teaching, research and public service missions of the institution;
 - (b) The institution has appropriate facilities available for the proposed use; and
 - (c) The organization has complied with institutional procedures adopted under s. UWS 21.06.

UWS 21.04

- (1) The chancellor of each institution, or his or her designee, may permit persons, or organizations not associated with that institution, to use university facilities at his or her institution if he or she determines that:
- (a) The proposed use is under the sponsorship or at the invitation of an organization associated with the institution;
 - (b) The proposed use will not interfere with or detract from the teaching, research and public service missions of the institution, or the use of the facilities by organizations associated with the institution;
 - (c) The institution has appropriate facilities available for the proposed use; and
 - (d) The person or organization has complied with institutional procedures adopted under s. UWS 21.06.

Designees shall review Chapter UWS 21 in its entirety.

Title	Name	Designated Authority For
Director of Camps and Conferences	Lucas Peterson (Interim)	Designee under Chapter UWS 21
Vice Chancellor for Finance and Administrative Affairs	Brenda Jones	Designee under Chapter UWS 21
University Center Executive Director	Angela Meldonian	Designee under Chapter UWS 21
Young Auditorium Arts Program Director	Michael Morrissey	Designee under Chapter UWS 21
Assistant Chancellor and Director of Athletics	Ryan Callahan	Designee under Chapter UWS 21
Assistant Vice Chancellor and Dean of the College of Integrated Studies (Rock County)	Patricia Clasen	Designee under Chapter UWS 21
Recreation Program Director	Therese Kennedy	Designee under Chapter UWS 21
Dean of the College of Arts and Communication	Michael Dugan	Designee under Chapter UWS 21
Dean of the College of Business and Economics	Paul Ambrose	Designee under Chapter UWS 21

Empathia - Black Swan Solutions

Black Swan Solutions, the crisis management services from Empathia, supplements & enhances UW-Whitewater's internal resources by providing:

- Dedicated, scalable, 24/7 contact center staffed by crisis counselors
- Critical incident response & management
- Organizational & management consultation
- Accounting for people
- Survivor & family assistance

Personnel designated as "Primary Contact: Activating Services" are authorized to activate and manage Empathia - Black Swan Solutions services.

Title	Name	Designated Authority For
Vice Chancellor of Finance and Administrative Affairs	Brenda Jones	Primary Contact: Activating Services
Vice Chancellor for Student Affairs	Kristin Fillhouer (Interim)	Primary Contact: Activating Services
Provost and Vice Chancellor for Academic Affairs	Robin Fox (Interim)	Primary Contact: Activating Services
Assistant Vice Chancellor & Dean of the College of Integrated Studies	Patricia Clasen	Primary Contact: Activating Services
Chief of University Police	Matt Kiederlen	Primary Contact: Activating Services
Executive Director of Marketing and Communications	Jeff Angileri	Primary Contact: Activating Services

Other Designations of Authority

Designations that are not specifically addressed in the chart above should be sent to the Vice Chancellor for Finance and Administrative Affairs, Brenda Jones.

Modifications to Designated Authority

Please contact Gabby Dralle at dralleg@uww.edu or Thomas Lisowski at lisowskt@uww.edu in the Office of the Chancellor to request any changes in existing designations of authority made necessary by new hires or employee departures.

Oversight

The Compliance Officer & Coordinator in the Office of the Chancellor will annually review the designations of authority granted herein. These designations are on file in the University of Wisconsin-Whitewater Office of the Chancellor and the Universities of Wisconsin System Administration Office of the President.