**Signing Authority – Document Authorization Form**

See the attached tables with examples of Legal Documents as well as the document/contract administrator, primary signing officer, filing department and the minimum Reviewer(s).

**The completion of this form is the responsibility of the Document/Contract Administrator,** i.e. the operational position, in an administrative role, that ensures a legal document has been reviewed by the proper department(s) and complies with College directives, policies and operating procedures **prior to the legal document being provided to the primary signing officer**.

**Document/Contract Administrator:**

|  |  |  |
| --- | --- | --- |
| **Name**  | **Title**  | **Department**  |
|  |  |  |

|  |  |
| --- | --- |
| **Title of Document/Contract** |  |
| **Purpose of the Legal Document, provide a brief description** |  |

|  |  |  |
| --- | --- | --- |
| **Other Parties Involved** |  |  |

|  |  |
| --- | --- |
| **Start Date** |  |
| **End Date** |  |
| **Renewal Options Y/N** |  |
| **Renewal Terms** |  |
| **Renewal Notice Period** |  |
| **Monetary Value** (over entire period, with renewals) |  |

**Reviewers,** *refer to procedure #4-417 OP, item #12 and the attached tables**(documentation can be in the form of an*

*attached email and add a second sheet if there are more than 4 reviewers)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Signature, (**if email approval, note that email is attached) | **Comments** (add page if more space is required, note the attachment below) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as the Document/Contract Administrator confirm that all reviews by relevant individuals and departments have been completed in my opinion and that the Signing Authority Policy and Procedures have been complied with. I will ensure the fully executed original is sent to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department for filing and tracking.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

# Table 1: Legal Documents NOT requiring a Document Authorization Form

|  |  |  |
| --- | --- | --- |
| **Legal Document** | **Primary Signing Officer \*** | **Filing Department** |
| * Employment Ontario employer training agreements
 | Manager Accounting Operations | Employment Ontario |
| * Student placement agreements
* Student field trip agreements
 |  Applicable Dean, Associate Dean, Principal  | Applicable School |
| * Student offer letters
 | - Registrar | Office of the Registrar |
| * International recruiter agreements
 |  Executive Director Marketing and Recruitment | International Office |
| * Purchase, Sale, Encumbrance of Real Property
* Loan Agreements
 | Vice-President Corporate Services | Office of the Vice-President Corporate Services |
| * Financial reporting, including funding reimbursement

and other funding related claim forms | Director Finance orDirector Budget Services orManager Accounting Operations | Finance |
| * Part-time and temporary employment agreements
* Contract faculty employment agreements
* Student worker employment template
* Termination letters and agreements
 | Relevant Administrator | Human Resources |
| * Proof of employment letters
 | Payroll Manager | Human Resources |
| * Arbitration settlements
* MOU with Unions
* Retainer agreements for investigations
* Full time employment agreements
 | Vice-President Organizational Effectiveness and Human Resources | Human Resources |
| * Research confidentiality agreements
* CAWT fee for service contracts
* CAWT project plans with industry partners <$10,000
 | Vice-President Applied Research and Innovation | Office of Applied Research |
| * Conference booking agreements
 | Director Physical Resources | Physical Resources |
| * Residence rental agreements
 | Director, Housing, Food and Student Conduct | Residence |
| * Gift or grant applications
* Donor receipts
 | Director Advancement and Alumni Relations | Advancement |

# Table 2: Examples of More Common Legal Agreements requiring a Document Authorization Form

# The following is a list of the more common Legal Documents that require a Document Authorization Form.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Document** | **Primary Document/Contract Administrator** | **Primary Signing Officer \*** | **Filing Department** | **Minimum Reviewer(s)** |
|  |  |  |  |  |
| * Purchase of goods and services agreements
 | Relevant Administrator | Relevant Administrator, subject to dollar thresholds in OP #4-417, Appendix A | Purchasing | * Purchasing Department
 |
| Academic research agreements | - Manager. Office of Applied Research  | VP Academic Experience | OAR  | - Director, Finance or- Manager, Accounting Operations, and- Administrative Officer Finance and Administration |
| Student exchanges  | - Dean(s) OR- Principal (s) OR- Executive Director Marketing and Recruitment  | VP Academic Experience | Pathways Office | - Pathways Coordinator, and- Administrative Officer Finance and Administration |
| Academic MOU.Limited to academic areas of cooperation - articulation agreement, exchange, academic collaboration | - Dean(s) OR- Principal (s) OR- Executive Director Marketing and Recruitment | VP Academic Experience | Pathways Office | - Pathways Coordinator |
| Inter- institutional collaboration agreements | - Dean(s) OR- Principal(s) | VP Academic Experience | VP, Academic | - Administrative Officer Finance and Administration |
| Articulation agreements | - Dean(s) OR- Principal(s) | VP Academic Experience | Pathways Office | * Pathway Coordinator
 |
| Other academic MOU’s and agreements, not covered in other documents in this table | - Dean(s) OR- Principal(s) | VP Academic Experience | VP, Academic | - Administrative Officer Finance and Administration |
| International academic agreement, , not covered in other documents in this table | - Dean(s) OR- Principal (s) OR- Executive Director, Marketing and Recruitment | VP Academic Experience | Office of the Registrar | - Administrative Officer Finance and Administration |
| Academic externally funded agreements (eg, LINC) | Relevant Administrator | VP Academic Experience | VP Corporate Services | - Manager Accounting Operations or- Director Finance or- Director Budget Services |
| Training contracts by flexible delivery and contract training services | Manager, Flexible Delivery & Contract Training | VP Academic Experience | Flexible Delivery and Contract Training | - Administrative Officer Finance and Administration |
| **Document** | **Primary Document/Contract Administrator** | **Primary Signing Officer \*** | **Filing Department** | **Minimum Reviewer(s)** |
|  |  |  |  |  |
| Student Service external funding agreements | Vice-President, Student Experience | VP Student Experience | VP Corporate Services | - Manager Accounting Operations or- Director Finance or- Director Budget Services |
| All other external funding agreements | Relevant Administrator | VP Corporate Services | VP Corporate Services | - Manager Accounting Operations or- Director Finance or- Director Budget Services |
| Funding proposals | Relevant Administrator | Relevant VP | Relevant Administrator’s Department | - Manager Accounting Operations or- Director Finance or- Director Budget Services |
| Donor agreements, including gifts in-kind | Director Advancement and Alumni Relations | Director Advancement and Alumni Relations | Advancement | - Manager Accounting Operations or- Director Finance or- Director Budget Services |

# Table 3: Examples of More Common Office of Applied Research (OAR) Legal Documents requiring a Document Authorization Form

The following is a list of common Legal Documents that require a Document Authorization Form and are the responsibility of AVP, Business Development, Applied Research, Government & Partner Relations.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Document** | **Primary Document/Contract Administrator** | **Primary Signing Officer \*** | **Filing Department** | **Minimum Reviewer(s)** |
| Intellectual Property MOU/agreement NSERC template | Manager, Office of Applied Research | Vice-President Applied Research and Innovation | OAR | - Legal, and- VP Academic OR President |
| Non-disclosure research NSERC template agreement | Manager, Office of Applied Research | Vice-President Applied Research and Innovation | OAR | - Legal, and- Director, Purchasing |
| Research subproject agreements with Industry partners  | Manager, Office of Applied research | Vice-President Applied Research and Innovation | OAR | - Legal, and- Director Finance, and- Administrative Officer Finance and Administration |
| Industry collaborator project agreement (template provided by Funder) | Manager, Office of Applied Research | Vice-President Applied Research and Innovation | OAR | - Director Finance, and- Purchasing (if equipment purchases) |
| Externally funded research agreements | Manager, Office of Applied Research | Vice-President Applied Research and Innovation | OAR | - Director Finance or Manager, Accounting Ops, and- Administrative Officer Finance and Administration |
| Transfer of funds agreements to other Universities, College research offices | Manager, Officer of Applied Research | Vice-President Applied Research and Innovation | OAR | * Director Finance
 |
| Research funding proposals | Director, CAWT | Vice-President Applied Research and Innovation | OAR | - President (if college contribution), and- Manager, Office of Applied Research, and- Director Finance, and- Administrative Officer Finance and Administration |
| Project plans with Industry Partner >$10,000 | Manager, Projects & Partners | Vice-President Applied Research and Innovation | OAR | - Manager, Office of Applied Research, and- Director Finance  |
| Inter Institutional research agreements  | Manager, Office of Applied Research | Vice-President Applied Research and Innovation | OAR | - Administrative Officer Finance and Administration |

\* There are signing officers other than the Primary Signing Officer that are authorized to sign the document, see procedure #4-417 OP, Appendix A. The President can sign any legal agreement.