



March 1, 2018

VICE CHANCELLOR - ADMINISTRATION

RE: Delegations of Authority previously held by the former Vice Chancellor, Administration & Finance (VCAF) and the former Vice Chancellor for Real Estate (VCRE)

With the redistribution of the administrative responsibilities previously held by the former VCAF and VCRE to the new positions of Vice Chancellor of Administration (VCA) and Vice Chancellor of Finance (VCF) this letter is to confirm that effective July 1, 2017, the VCA has delegated authority for the Presidential, Local, and Business & Finance Bulletins listed below.

<u>Delegation ID</u>	<u>Description of Authority/URL</u>	<u>Redelegation/Comments</u>
0124	Sign documents in connection with use of industrial alcohol	Supply Chain Management
0303	Adopt traffic regulations	No redelegation on file
0415	Dispose of found and unclaimed property	Property Manager
0554	Apply for alcoholic beverage service licenses	Chief of Police
0777	Grant exceptions to the policy regarding employee-vendor relationships	No redelegation on file
0782	File actions in Small Claims courts (for your area of responsibility)	No redelegation on file
0828	Classification authority for staff personnel positions	AVC-HR
0864	Grant permission for use of the University's campus name	Delegated to all Vice Chancellors
0865	Grant permission for use of the unofficial seal of the university	Delegated to all Vice Chancellors
1058	Execute agreements	None redelegation on file
1064	Approve third-party agreements for University Vanpool programs	Chief of Police
1097	Execute claims against debtors in bankruptcy, in receivership or in liquidation, and against estates of deceased persons	No redelegation on file
2069	Reduced fee enrollments for selected nursing staff	AVC-HR
2073	Exception to Staff Policy 40.D.2 - Compensation for holiday work	AVC-HR
2075	Classification authority for Professional/Support Staff position and Manager/Senior Professional positions	AVC-HR

2085	Establish local Catastrophic Leave Sharing Programs	AVC-HR
2087	Authority - appointments, promotions, demotions, dismissals and Compensation of Certain Staff Personnel	Issued to all VCs
2100	MATERIEL MANAGER IDENTIFIED - Execute purchase contracts, subcontracts, and standard purchase orders for materials, goods and services to be supplied to the University	Chief Procurement Officer
2106	Enter into written agreements with local law enforcement agencies	Chief of Police
2564	Authority for bid solicitation and execution of construction contracts	For Facilities Services
2595	Authority to Approve Settlements of Claims and Separation Agreements with a Value of \$100,000 or Less and Voluntary Separation Program Agreements of Less than \$50,000	For non-litigated claims and separation agreements.
2612	Authority to execute Amendments, Modifications, and Renewals regarding CA Department of Social Services Contract No. 16-IA-00775	Director for Property Management
A-51	Application of Proceeds from the Sale, Trade-in or Transfer of University Property	Director for Property Management
BUS-2	Authority to Sign Documents in Connection with Use of Tax-Free Alcohol	Policy managed by Procurement.
BUS-19	Registration & Licensing of University-Owned Vehicles	Director for Property Management
BUS-29	Management and Control of Inventorial Equipment	Director for Property Management
BUS-38	Disposition of Excess Property and Transfer of University-Owned Property	Director for Property Management
BUS-43	Materiel Management - Purchases of Goods and Services; Supply Chain Management	Chief procurement Officer
BUS-46	Use of University Vehicle	Director for Property Management
BUS-54	Operating Guidelines for University Supply Inventories	Director for Property Management
BUS-65	Guidelines for University Mail Services	Director, UC Printing Services
BUS-72	Establishment and Review of Auxiliary Enterprises	No further redelegation on file.
Chancellor's Designee	Commercial Use of University Space and Fundraising Activities	
Recognition of Staff Organization	Authority to review and approve when applicable, all applications submitted for recognition as an official UCB Staff Organization.	

Safeguards, Security and Emergency Management	Responsibility to implement campus-wide safeguards and emergency management programs. Coordinate with local public safety agencies and establish interagency mutual aid agreements as appropriate.	
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Any redelegations issued by the former VCAF and/or former VCRE are to remain in force until such time as you rescind or reassign said delegations in writing. Please contact the campus Delegations of Authority Coordinator, Laila DeBerry at 643-0233 or delegations@berkeley.edu with any concerns you may have regarding this delegation of authority.

Signed,



A. Paul Alivisatos
Executive Vice Chancellor and Provost

cc: Rosemarie Rae, Vice Chancellor of Finance
David Robinson, Interim Chief Campus Counsel
Wanda Lynn Riley, Chief Audit Executive
Laila DeBerry, Delegations of Authority Coordinator

DA 0864

May 3, 1985

**CHANCELLORS
LABORATORY DIRECTORS
SENIOR VICE PRESIDENT--ADMINISTRATION**

Delegation of Authority--Policy to Permit Use of the University's Name

Effective immediately, authority to permit the use of the University's name is delegated as follows:

1. Each Chancellor is delegated, within his area of jurisdiction, authority to permit use of campus names (e.g., University of California, Davis), and/or abbreviations (e.g., UCLA), or any other name of which said designations or abbreviations are a part.
2. The Senior Vice President--Administration is delegated authority to permit use of the name "University of California", the abbreviation "UC", any other name or abbreviation that has Universitywide application or is of concern to more than one campus, or any other name of which said designation or abbreviation is a part.
3. The Directors of the DOE Laboratories are delegated authority to permit use of the University's name in connection with activities, products, or services at each of the installations under their jurisdiction.
4. Concurrence of the General Counsel is required before permission is granted either for commercial use of the name of the University or for non-commercial use by organizations and groups. This concurrence can be fulfilled by use of the attached form. If the form is to be modified, the proposed alterations must be referred to the General Counsel for specific approval. Moreover, if University officials to whom delegations are made by this regulation believe that unusual University liability or exposure may develop from granting the sought permission, that request should also be referred to the General Counsel for specific concurrence.

In reaching a decision to grant or withhold permission for use of the University's name or an abbreviation, Officers are to be guided by the following policy considerations:

A. COMMERCIAL USE

1. Approval shall not be given for advertising listing the University as a user of any product or service or as the source of research information on which a commercial program or publication is based, except that approval may be granted for institutional or goodwill advertising clearly regarded as being in the best interests of the University. If any doubt exists as to whether the use of the University's name will contribute to the best interests of the University, the permission shall be withheld.
2. Manufacture and distribution of all commercial products (e.g., lighters, clothing, pennants, drinking glasses, mugs) bearing the name or decorative seal of a campus shall be permitted only upon a franchise granted by the Chancellor or his designated representative. All such manufactured products shall be produced only after prior express permission of the Chancellor and must be distributed exclusively through the campus bookstore or authorized distributors operating under a franchise granted by the Chancellor. Other authorized distributors must receive their merchandise through a designated campus bookstore.
3. Requests for manufacture and distribution of all commercial products bearing the name and/or unofficial corporate seal of the University of California, as distinguished from that of a single campus, shall be referred to the Senior Vice President--Administration. In approving such request, the Senior Vice President--Administration shall authorize distribution solely through one or more of the bookstores of the campuses or shall authorize other distributors who will receive their merchandise through a designated campus-bookstore and shall notify the Chancellor on each of the campuses.

B. NON-COMMERCIAL USE BY ORGANIZATIONS AND GROUPS

1. Use of the University's name to designate such groups as professional associations, employee organizations, athletic, cultural, and other interest groups may be granted when deemed to be in the best interests of the University. (For use of the University's name by registered campus organizations, see latest edition of University of California Policies Applying to Campus Activities, Organizations, and Students). If any

doubt exists as to whether the use will contribute to the best interests of the University, permission shall be withheld.

2. Permission when granted shall include the understanding that the permission does not involve, either expressly or by implication, the following:
 - a. Any endorsement or sponsorship by the University; in appropriate circumstances permission may be made conditional upon a requirement of an express statement that the University does not endorse or sponsor the particular activity.
 - b. Any obligation to provide budgetary support or office space.
3. Chancellors on other campuses shall be consulted (perhaps at a meeting of the Council of Chancellors), when a decision to permit use of the University's name on one campus would make it difficult to deny a similar request on another (e.g., a request from another chapter or affiliate of the same organization or group).
4. Permission shall be granted with the understanding that it may be withdrawn at any time the authorizing official determines that further usage will not be in the best interests of the University or that there has been a failure to adhere to the basis on which the request to use the name or abbreviation was originally submitted and approved.

C. USE BY INDIVIDUAL EMPLOYEES

1. An individual employee of the University not acting within the scope of employment may make a true and accurate statement of the individual's relationship or connection with or employment by the University of California in the course of stating the employee's experience or qualifications for any academic, governmental, business, or professional credit or enrollment, or in connection with any academic, governmental, professional or other employment.
2. In all other situations, such an employee may accurately state the employee's relationship to the University except in those circumstances in which such identification might reasonably be construed as implying the support, endorsement, advancement, or opposition of any political, religious, sociological, or economic movement, activity, or program by the University. In such circumstances it is the responsibility of the

employee to issue an appropriate disclaimer concurrent with the use of the University name declaring in substance that the University is not involved in the particular activity or program.

This delegation of authority supersedes that issued on this subject on April 8, 1983. Any redelegation of this authority shall be in writing with a copy to the Director--Coordination and Review.

David Pierpont Gardner

[Attachment](#)

cc: Members, President's Cabinet
Director--Coordination and Review
Principal Officers of The Regents