




July 17, 2018

MEMORANDUM

TO: Shari A. Shuman, Vice President, Administration and Finance

FROM: David M. Szymanski, Ph.D.   
President

SUBJECT: Delegation of Authority – Use of Space in University  
Facilities by Third Parties

Effective May 31, 2018, pursuant to the Resolution on Presidential Authority adopted by the University of North Florida Board of Trustees on July 16, 2018, I hereby delegate to the Vice President for Administration and Finance the authority vested in me to approve the use of space in University facilities by third parties.

The Office of the General Counsel shall review and approve all standard agreements for the use of University space and in the event any revisions to a standard agreement are required, the review and approval of the Office of the General Counsel and signature by the Vice President for Administration and Finance will be required.

This delegation is effective immediately and supersedes any and all previous delegation from this office relating to this subject matter. Any further delegation of this authority shall be in writing with a copy provided to the Office of the General Counsel. Any further delegation should align authority with effective organizational assignments of responsibility. This delegation shall remain in effect until revoked by me in writing.