



Policy

University Policy AC-25.01-05/14

Policy Title: Signature Authority for Graduate School Policy

Originator: Dr. R. Podemski, Dean

Responsible Office: Graduate School

Reason for Policy/Purpose:

To establish signature authority for Graduate School documents used by graduate programs and to provide guidelines for the appropriate delegation of signature authority.

Who Does this Govern and Who Needs to Know this Policy?

All faculty, staff, and administrators of graduate departments at the University of West Florida.

Policy Statement:

Usually the head of a graduate program is the chair of the department or unit responsible for the graduate program. Heads of graduate programs are responsible for the supervision and governance of all graduate study conducted and the maintenance of academic standards within their respective units. Signature authority for Graduate School documents rests with the heads of graduate programs.

Various levels of signature authority may be delegated by the head of the graduate program to faculty members. Delegation of signature authority may vary for different activities. Signature authority may not be delegated to administrative support staff. The use of signature stamps on Graduate School documents is not acceptable.

Signature authority for contracts is governed by the terms of UWF Policy P-04.01-11/09-Signature Authorization Policy.

The Graduate School must be notified when there is a change in the head of a graduate program or in the delegation of signature authority so that appropriate information can be updated.

All recommendations concerning graduate curriculum exceptions and waivers should be routed to the Graduate School through the head of the graduate program to which the student has been admitted and, as appropriate, through the academic college dean.

Procedures:

If the signature authority of the head of a graduate program is delegated to a faculty member or to a new head of the program, the head of the graduate program informs the Dean of the Graduate School by memorandum. The memorandum should state what Graduate School documents are affected, who will be signing the documents, and should include an original sample of that individual's signature.

Authority and Related Documents: UWF Policy P-04.01-11/09-Signature Authorization Policy.

APPROVED: Dr. Judith A. Bense, President

Date: 5/19/14

History: Adopted May 2014.