Form # UM 1817

# Request to Add, Change or Retire an

# Authority in the President’s Delegation of Authority System

The University president may delegate executive management and administrative authority to University's senior leaders who report directly to the president. The president's delegations of authority authorize these designated leaders to act on behalf of the University and to bind the University within the scope of authority to a legally enforceable obligation. The president may condition, limit, or revoke any authorities so delegated at any time. Authorities that the president reserves may not be exercised by any other person, unless expressly authorized by administrative policy or presidential directive. A full listing of all authorities may be found at the [Delegations of Authority website](https://delegations.umn.edu/).

To request a new authority for the President’s Delegations of Authority system, or retire or change an existing authority, please complete this form and send it to Boyd Kumher, Chief Compliance Officer, Office of Institutional Compliance, at bkumher@umn.edu.

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| --- | --- |
| **Requestor:** | **Date:** |
| **Phone:** | **E-mail:** |
| **Senior Leader Sponsor (name):** |  |

**Authority Request**

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| --- | --- |
| **Type of action requested:** | Add  Change  Retire |
| **Rationale for action requested:** |  |
| **Current authority title, or proposed new authority title:** |  |
| **Authority description (if new or revised):** |  |
| **Rationale for action requested:** |  |
| **With whom have you gathered support for this request (e.g., affected administrative units, senior leaders)?** |  |
| **Other authorities, policies or contracts related to new authority:** |  |

**Approvals**

|  |  |  |
| --- | --- | --- |
| Senior Leader Approver (name): | Approval: | Date: |
| Final Approver: **University President** | Approval: | Date: |

Completed and approved forms should be sent to John Guden, Interim Chief Compliance Officer, at deleg@umn.edu.