



Contract Signing Procedures

Category: Administrative;

Approval Authority: General Counsel and Associate Vice-President, Legal, Compliance, & Privacy. Approval of President and Vice-Chancellor required for Schedule 1 – Signing Registry;

Effective Date: March 2026;

Amendments: N/A.

Purpose

The purpose of these Procedures is to set out the processes for signing contracts on behalf of the University and ensure compliance with the Contract Signing Policy. These Procedures also include the Signing Registry (Schedule 1), which sets out the signing authority delegated by the President to other University employees.

Scope

These Procedures apply to all contracts entered into in the name of the University or on behalf of the University, with the exception of contracts related to procurement, which fall under the Procurement Policy.

Procedures

1. Reviewing a Contract

Before presenting a Contract to a Signing Authority for signing, the Contract Administrator must review the Contract and, where necessary, make reasonable enquiries to confirm:

- a. the University is able to meet its obligations (including financial obligations) under the contract;

- b. the contract complies with all applicable University policies, procedures and collective agreements and does not conflict with any existing contractual obligations;
- c. all necessary approvals required by University policies and procedures have been obtained, including approval by the Board and/or Senate, if required;
- d. any significant risks arising from the contract have been or will be mitigated to a reasonable degree;
- e. legal review has been obtained if required by the Legal Review of Contracts Procedure and any legal concerns have been resolved in a manner acceptable to the University Legal Counsel Office; and
- f. the appropriate Signing Authority has been identified and named in the contract signing section, and where required under the Contract Signing Policy, a second signature has been or will be obtained.

2. Arranging Signing

After completing the review in section 1, the Contract Administrator may submit the contract to the appropriate Signing Authority for signing. The Contract Administrator is responsible for:

- a. Notifying the Signing Authority of any concerns or unmitigated risks identified as part of the contract review process;
- b. Ensuring a fully signed version of the contract is received (including, if the contract is signed in print counterparts, that all signed counterparts are received);
- c. Submitting a copy of the fully signed contract to the University Legal Counsel Office at legal@brocku.ca; and
- d. Retaining the contract within the relevant unit for operational needs.

3. Delegating Signing Authority

In addition to the signing authority granted to the President and Vice-Presidents under the Contract Signing Policy, the President further delegates signing authority to the positions identified in Schedule 1 for the contracts listed in Schedule 1.

Review Period: 5 years;

Next Review Period: 2030/31;

Related Policies and Policy Instruments: Contract Signing Policy;

Required Consultations: Executive Team;

Recommended Consultations: Relevant senior administrators.

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Management Policy & Procedures. Please contact the University Secretariat for additional information on University policies and policy related instruments and/or if you require this information in another format:

Open: Monday through Friday from 8:30 a.m. to 4:30 p.m.

Email: universitysecretary@brocku.ca

SCHEDULE 1

SIGNING REGISTRY

This Schedule sets out the signing authority delegated to University employees for the contracts listed below, in accordance with the Contract Signing Policy and Procedures. In determining the contract signatory, the following considerations apply:

- a. **Determining contract value:** Where signing authority is dependent on the value of a contract, the value of a contract is calculated by determining the aggregated total of the amounts to be paid or received by the University over the entire term of the contract, including any renewals. Where it is not possible to determine the exact monetary value of a contract, the value of the contract should be the best estimate of the total dollar value to be paid or received by the University over the entire term of the contract. All contracts are subject to the Board approval thresholds set out in the Contract Signing Policy.
- b. **Addressing vacancies:** Where a position listed as a Signing Authority is vacant or has changed titles or responsibilities, the President or applicable Vice-President to whom the position listed reports/reported may designate a different Signing Authority.
- c. **Signing authority of positions above those listed:** The Signing Authorities listed in this Schedule represent the lowest level of signing authority, which cannot be further delegated (unless authority to appoint a designate is explicitly identified). In all cases, the contracts listed may also be signed by the position to whom the Signing Authority indicated reports (i.e. signed by a level higher).
- d. **Number of signatories:** The Contract Signing Policy stipulates that all contracts must be signed by 2 signatories unless (a) there are no University funds being expended; (b) the contract doesn't restrict the University's ability to enter into other contracts or activities; or (c) the University has the right to terminate the contract for convenience. In such cases, only 1 signatory is required.

Contract Categories

1. [Academic](#)
 2. [Research](#)
 3. [International](#)
 4. [Property & Facilities](#)
 5. [Finance](#)
 6. [Employment](#)
 7. [Advancement](#)
 8. [Miscellaneous](#)
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1. ACADEMIC CONTRACTS

No.	Type of Agreement	Value Restriction	Signing Authority
1.	Academic partnership, collaboration, or affiliation agreements, including Memoranda of Understanding and Memoranda of Agreement	If there is a commitment of funds, facilities, or personnel, Provost & Vice-President, Academic to sign	Faculty specific: Dean of the relevant Faculty
			Institutional (involving more than 1 Faculty or involves commitment of funds, facilities, or personnel): Provost & Vice-President, Academic
2.	Articulation agreements	N/A	Faculty specific: Dean of the relevant Faculty + Vice-Provost and Associate Vice-President, Academic
			Institutional (involving more than 1 Faculty): Provost & Vice-President, Academic, or designate
3.	Experiential learning agreements, including but not limited to clinical placement agreements, education placement agreements, and co-op and project placements agreement	N/A	Dean of the relevant Faculty from which the student(s) will be placed.
			If contract concerns students from more than one Faculty, Provost & Vice-President, Academic or designate
4.	Agreements for the delivery of non-degree programs/courses to outside organizations, corporations, or individuals	N/A	Faculty specific: Dean of the relevant Faculty + Executive Director, Professional and Continuing Studies
			Institutional (involving more than 1 Faculty): Vice-Provost, Teaching & Learning
5.	Student exchange agreements within Canada	N/A	If contract is faculty-specific: Registrar & Associate Vice-President, Enrolment Services + Dean of the relevant Faculty

No.	Type of Agreement	Value Restriction	Signing Authority
			If contract concerns students from more than one Faculty: Registrar & Associate Vice-President, Enrolment Services

2. RESEARCH CONTRACTS

No.	Type of Agreement	Value Restriction*	Signing Authority
6.	Research grant applications and grant agreements, including submissions, declarations or representations required for processing an application or implementing an agreement	Under \$250k	Director of Office of Research Services or Executive Director, Innovation, Commercialization and Entrepreneurship
		Over \$250k	Vice-President, Research or Associate Vice-President, Research
7.	Research collaboration agreements with other universities and research institutes, including research-related network, partnership, consortium agreements, and non-binding memoranda of understanding establishing research collaborations or exploratory research discussions	N/A	Vice-President, Research or Associate Vice-President, Research
8.	Sponsored research agreements or research service agreements	Under \$100k	Director of Office of Research Services or Executive Director, Innovation, Commercialization and Entrepreneurship
		Over \$100k	Vice-President, Research or Associate Vice-President, Research
9.		Up to \$250k	Director of Office of Research Services or Executive Director, Innovation, Commercialization and

No.	Type of Agreement	Value Restriction*	Signing Authority
	Commercialization of research agreements or related assignments or licenses of intellectual property		Entrepreneurship or Associate Vice-President, Research
		Over \$250k	Vice-President, Research
10.	Non-disclosure agreements, confidentiality and privacy agreements, or data sharing agreements relating to a research project, research activity or research commercialization agreement.	N/A	Director of Office of Research Services or Executive Director, Innovation, Commercialization and Entrepreneurship or Associate Vice-President, Research
11.	Material transfer agreements or equipment transfer agreements relating to a research project or activity	N/A	Director of Office of Research Services or Executive Director, Innovation, Commercialization and Entrepreneurship
12.	Program funding agreements for innovation and entrepreneurship programs	Up to \$250k	Director of Office of Research Services or Executive Director, Innovation, Commercialization and Entrepreneurship or Associate Vice-President, Research
		Over \$250k	Vice-President, Research

3. INTERNATIONAL CONTRACTS

No.	Type of Agreement	Value Restriction	Signing Authority
13.	Academic partnership, collaboration, or affiliation agreements with international institutions, including Memoranda of Understanding and Memoranda of Agreement	N/A	If no commitment of funds, resources, or exclusivity: Associate-Vice-President, International If commitment of funds, resources, or exclusivity: Provost & Vice-President, Academic + Associate Vice-President, International

No.	Type of Agreement	Value Restriction	Signing Authority
14.	Non-binding memoranda of understanding with international institutions	No value	Associate Vice-President, International If Faculty-specific, contract must also be signed by Dean of the relevant Faculty
15.	Shared credential agreements (joint/dual/multi-degree) with international institutions	N/A	Registrar & Associate Vice-President, Enrolment Services
16.	International student exchange agreements	N/A	Associate Vice-President, International
17.	Study abroad agreements	N/A	Associate Vice-President, International
18.	Visiting scholar agreements	N/A	Dean of the applicable Faculty + Provost & Vice-President, Academic, or designate
19.	International student sponsorship agreements	N/A	Associate Vice-President, International
20.	International student recruiter agreements	Up to \$75k*	Associate Vice-President, International
		\$75k - \$121,200*	Provost & Vice-President, Academic + Associate Vice-President, International
		\$121,200 - <\$1m *	Provost & Vice-President, Academic + President & Vice-Chancellor
		* Thresholds as set out in the Procurement Policy	

4. PROPERTY & FACILITIES CONTRACTS

No.	Type of Agreement	Value Restriction	Signing Authority
21.	Agreements related to the purchase, sale, mortgage, or donation of land	Any value, following approval by the Board	Vice-President, Administration & Services + President and Vice-Chancellor
22.	Leases or licences of University premises and leases or licences of third-party premises	Up to \$250,000	Associate Vice-President, Ancillary Services
		\$250,000 to \$2 million*	Vice-President, Administration & Services
23.	Agreements by which a third party is temporarily permitted to access University property	Up to \$250,000	Associate Vice-President, Facilities Management
		\$250,000 to \$2 million*	Vice-President, Administration & Services
24.	Short term or temporary use of University facilities (non-leases)	Up to \$10,000	Booking Authority designated under the Temporary Use of Space Policy*, in consultation with facilities management. * Agreements to use University facilities for filming purposes to be signed by Associate Vice-President, Ancillary Services, or designate, regardless of value.
		\$10,000 – \$49,999	Associate Vice-President, Ancillary Services
		\$50,000 to \$2 million*	Vice-President, Administration & Services

No.	Type of Agreement	Value Restriction	Signing Authority
		* Where the contract is revenue generating, threshold for internal approval is up to \$2 million or greater per annum. Agreements valued greater than \$2 million per annum require Board approval.	
25.	Off-campus venue/space booking agreements (including hotel/accommodations and conference facilities)	Up to \$10,000	Head of the relevant unit reserving the space
		\$10,000 - \$49,999	Head of the relevant unit reserving the space + Associate, Vice-President, Ancillary Services
		\$50,000 to \$2 million	Vice-President, Administration & Services
26.	Right of way or easement	N/A	Vice-President, Administration & Services

5. FINANCE CONTRACTS

No.	Type of Agreement	Value Restriction	Signing Authority
27.	Banking related agreements	N/A	Chief Financial Officer and Associate Vice-President, Financial Services
28.	Contracts related to credit and financing facilities, such as debentures, mortgages, loans, and lines of credit	N/A	Vice-President, Administration & Services + Chief Financial Officer & Associate Vice-President, Financial Services* * Contract requires approval of the Board of Trustees prior to signing.
29.	Debt guarantees	N/A	Chief Financial Officer and Associate Vice-President, Financial Services

6. EMPLOYMENT RELATED CONTRACTS

No.	Type of Agreement	Value Restriction	Signing Authority
30.	Employment offer letters or agreements – President and Vice-Chancellor and Vice-Presidents	N/A	<p>For contracts relating to the President & Vice-Chancellor: Chair, Board of Trustees*</p> <p>For contracts relating to a Vice-President: Chair, Board of Trustees + President & Vice-Chancellor*</p> <p>* Contract subject to approval by the Board of Trustees Human Resources Committee</p>
31.	Employment offer letters or agreements – faculty member	N/A	Offer letter signed by Dean of the relevant Faculty, appointment letter signed by Provost & Vice-President, Academic
32.	Employment offer letters or agreements – all other employees	N/A	<p>Associate Vice-President, People & Culture*</p> <p>* Signature applied following approval of hiring through applicable internal processes.</p>
33.	Adjunct faculty and visiting faculty appointment letters or agreements	N/A	Provost & Vice-President, Academic, following recommendation from the Dean of the relevant Faculty
34.	Secondment agreements (including secondments within the University and external to the University)	N/A	Associate Vice-President, People & Culture
35.	Agreements related to settlement of any employment related matter (including settlement of	Up to \$2,500	Manager, Labour & Employment Relations or Associate Director, People Partnerships & Employment Relations

No.	Type of Agreement	Value Restriction	Signing Authority
	grievances and severance agreements related to the termination of employment)	\$2,500 up to \$25,000	Manager, Labour & Employment Relations or Associate Director, People Partnerships & Employment Relations, with prior approval of settlement mandate by Associate Vice-President, People & Culture
\$25,000 to \$1 million		Associate Vice-President, People & Culture, with prior approval of settlement mandate by Provost & Vice-President, Academic and Vice-President, Administration & Services, or, in the case of positions reporting directly to the President & Vice-Chancellor, the President.	
<p>Notes:</p> <ul style="list-style-type: none"> - Any settlement anticipated to be \$5k or higher requires an approved mandate for settlement. Recommended mandate to be developed by Office of People & Culture and approved by AVP, People and Culture (where mandate is up to \$25k) or Provost & Vice-President, Academic and Vice-President, Administration & Services (where mandate is \$25k-\$1m), or, in the case of Vice-Presidents and positions reporting directly to the President, the President - Where the amount to be paid to the other party is limited to the amount set out in their employment agreement or the amount prescribed under the Employment Standards Act, any agreements related to the settlement or severance may be signed by the Associate Vice-President, People & Culture and approval of a settlement mandate is not required. 			

No.	Type of Agreement	Value Restriction	Signing Authority
		<ul style="list-style-type: none"> - As set out in the Contract Signing Policy, for the purposes of calculating the value of Contracts related to the termination of employment or settlement of employment related litigation and grievances, the value shall include all amounts paid to the other party and the value of all benefits to be received by the party, including any amounts payable as damages or for legal fees, and the value of any benefits including pension. 	
36.	Lump sum pension benefit(s) payment(s) and pension administrative expenses paid from the pension plan, and all payroll related deductions, transfers, or expenditures	N/A	Director, Total Awards & Payroll + Director, Financial Accounting & Controller

7. ADVANCEMENT CONTRACTS

No.	Type of Agreement	Value Restriction	Signing Authority
37.	Donation and gift agreements (excluding donations of real property, art, or archival material)	Up to \$500,000	Associate Vice-President, Alumni & Development
		\$250,000 to \$2 million	Vice-President External
38.	Donation and gift agreements – art and archival material	Up to \$2 million	University Librarian + Associate Vice-President, Alumni & Development

No.	Type of Agreement	Value Restriction	Signing Authority
			* In the case of art, subject to prior approval of the acquisition in accordance with the Art Collection Management Policy
39.	Donation and gift agreements – real property	Up to \$2 million	Vice-President, External + Vice-President, Administration & Services
40.	Donation and gift agreements (including donation of cash, securities, real property, art, or archival material)	Over \$2 million	President and Vice-Chancellor and VP External* * Subject to prior approval from the Board of Trustees
41.	Estate administration agreements (e.g. releases or approval of estate accounts)	Up to \$250,000	Associate Vice-President, Advancement
		\$250,000 to \$2 million	Vice-President, External
42.	Affinity agreements for alumni	Up to \$500,000	Associate Vice-President, Advancement
		\$500,000 to \$2 million	Vice-President, External
43.	Terms of Reference or other agreements related to scholarships, bursaries, fellowships, and awards	N/A	Undergraduate: Associate Vice-President, Advancement, following consultation with Student Awards and Financial Aid and subject to compliance with the Policy on Undergraduate Student Awards
		N/A	Graduate and post-graduate: Associate Vice-President, Advancement, following consultation

No.	Type of Agreement	Value Restriction	Signing Authority
			with the Faculty of Graduate Studies and Post-graduate Affairs
44.	Naming agreements	Up to \$1,000,000	Associate Vice-President, Advancement
		\$1,000,000 to \$2 million	Vice-President, External
45.	Sponsorship agreements	Up to \$500,000	Associate Vice-President, Alumni & Development + Administrative Head of the relevant faculty or unit
		\$250,000 to \$2 million	Vice-President, External

8. MISCELLANEOUS

No.	Type of Agreement	Value Restriction	Signing Authority
46.	Government accountability and funding agreements (non-research) - institutional	N/A	President and Vice-Chancellor, or designate, + Senior Administrative Council member responsible for area/use of funds

No.	Type of Agreement	Value Restriction	Signing Authority
47.	Government accountability and funding agreements (non-research) – area/department specific	N/A	Applicable Vice-President + Senior Administrative Council member responsible for area/use of funds
48.	Government permits (e.g. liquor licenses, building and demolition permits, federal licenses, provincial ministry permits)	N/A	Responsible Senior Administrative Council member
49.	Intellectual property licences, assignments, and other related agreements (non-research), excluding official mark or trade-mark related agreements	N/A	Applicable Vice-President
50.	Licences to use the University name and marks	N/A	Vice-President, External
51.	Settlement agreements and related documentation necessary for the settlement of legal claims (non-employment related)	N/A	President & Vice-Chancellor or applicable Vice-President, with approval of the General Counsel and Associate Vice-President, Legal, Compliance & Privacy; or General Counsel and Associate Vice-President, Legal, Compliance & Privacy following consultation with applicable Senior Administrative Council member
52.	Reallocations between, the introduction of new or additions to individual capital project budgets.	Up to \$1m	Associate Vice-President, Facilities + Chief Financial Officer & Associate Vice-President, Finance*

No.	Type of Agreement	Value Restriction	Signing Authority
		\$1m - \$2m	Vice-President, Administration & Services + Chief Financial Officer & Associate Vice-President, Finance*
			* provided that (a) funding has been identified; and (b) when funding is reallocated from another capital project, the other capital project cannot be put at risk due to the reduced funding Reallocations over \$2m require approval of the Board of Trustees.
53.	Non-disclosure agreement and confidentiality agreements (non-research related)	N/A	Applicable Senior Administrative Council member
54.	Conference Services agreements	Up to \$175k	Associate Director, Conference and Parking Services* * Contracts less than \$175k but with significant operational or reputational implications must also be signed by the Associate Vice-President, Ancillary Services, or designate
		\$175k - \$2m	Associate Vice-President, Ancillary Services