**SIGNATURE BLOCK STYLE**

**(Not all signatures are required on all agenda items\*)**

**Please note specific name/initial formats**

**Approval Recommended: Approved for Legal Sufficiency:**

John Sharp Ray Bonilla

Chancellor General Counsel

Billy Hamilton Maria L. Robinson

Deputy Chancellor and Chief Investment Officer and Treasurer

Chief Financial Officer

James R. Hallmark, Ph.D.

Vice Chancellor for Academic Affairs

Phillip Ray

Vice Chancellor for Business Affairs

**\***

* Approvals of the **Chancellor, General Counsel,** and **Deputy Chancellor and Chief Financial Officer** are required on **ALL** Agenda Items.
* Each member has previously provided System Offices with the preferred signature block for its CEO as the submitter on agenda items. This format MUST be used CONSISTENTLY on the briefing page (**Submitted by:**) and the Minute Order page (after Respectively submitted, or other closing).
* The sample subject listings that follow indicate any approvals required **in addition** to those of the **Chancellor, General Counsel,** and **Deputy Chancellor and Chief Financial Officer.**

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| **Item Requiring Action** | **Additional System Approval Required** |
| Academic Tenure | Vice Chancellor for Academic Affairs |
| Admissions Standards | Vice Chancellor for Academic Affairs |
| Appropriations, Allocations of Funding | Vice Chancellor for Business Affairs |
| Banking Relationships | Chief Investment Officer and Treasurer |
| Budgets | Vice Chancellor for Business Affairs |
| Centers and Institutes | Vice Chancellor for Academic Affairs |
| Commission of Peace Officers | Vice Chancellor for Business Affairs |
| Core Curriculum | Vice Chancellor for Academic Affairs |
| Debt Financing | Chief Investment Officer and Treasurer |
| Degrees | Vice Chancellor for Academic Affairs |
| Easements | Vice Chancellor for Business Affairs |
| Emeritus Titles | Vice Chancellor for Academic Affairs |
| Endowments and Quasi-Endowments | Chief Investment Officer and Treasurer |
| Enrollment Management | Vice Chancellor for Academic Affairs |
| Facilities Planning and Construction | Vice Chancellor for Business Affairs |
| Faculty Development Leave | Vice Chancellor for Academic Affairs |
| Faculty Workloads | Vice Chancellor for Academic Affairs |
| Historically Underutilized Business (HUB) Initiatives | Vice Chancellor for Business Affairs |
| Insurance/Risk Management | Vice Chancellor for Business Affairs |
| Investment Management | Chief Investment Officer and Treasurer |
| Land/Mineral Gifts | Vice Chancellor for Business Affairs |
| Lease/Auctions | Vice Chancellor for Business Affairs |
| Logos, Seals, Colors | Vice Chancellor for Marketing and Communications |
| Major Construction Projects | Vice Chancellor for Business Affairs |
| Master Plans | Vice Chancellor for Business Affairs |
| Mission Statements, Degree Programs, Administrative Changes, Certificates | Vice Chancellor for Academic Affairs |
| Regents Professor and Fellow Service Awards | Vice Chancellor for Academic Affairs |
| Sale/Lease/Purchase of Land | Vice Chancellor for Business Affairs |
| Texas Public Educational Grants | Vice Chancellor for Business Affairs |