UCF Signature Authority

As of February 23, 2026

Level I

Name	Title	Signature Authority	Expiration
Level I			
Alexander Cartwright	President	Alexander Cartwright, President of UCF, has authority to sign contracts on behalf of the university pursuant to Section 5.1 of the Bylaws of the University of Central Florida Board of Trustees and the Board Policy on Presidential Authority and Delegation. This authority is retained and may be exercised notwithstanding delegations of authority to sign certain contracts to other university employees. Some contracts may be subject to prior approval of the Florida Board of Governors or UCF Board of Trustees before execution by the President or designee.	Authority is Per Policy

Level II

Name	Title	Signature Authority	Expiration
Level II			
John Buckwalter	Provost and Executive Vice President for Academic Affairs	John Buckwalter, Provost and Executive Vice President for Academic Affairs, is the principal academic officer of the university and is the second-highest ranking officer of the university. The Provost may execute all contracts and agreements, limited to $5,000,000 in expenditures or liability relating to academic affairs, including research, health care, and licensing matters.	Authority is Per Policy
Bert Francis	Acting Vice President and Chief Financial Officer	Bert Francis, Acting Vice President and Chief Financial Officer, is responsible for fiscal operations of the university and may execute contracts involving all fiscal areas of the university up to $5,000,000 and has final authority to approve sole- source purchases.	Authority is Per Policy
Jonathan Varnell	Vice President for Administrative Operations and Chief Infrastructure Officer	Jonathan Varnell, Vice President for Administrative Operations and Chief Infrastructure Officer is responsible for facilities, information technology, and business operations of the university. The Vice President for Administrative Operations may execute contracts involving facilities, information technology, and business operations of the university up to $5,000,000. On behalf of the President, the Vice President for Administrative Operations and Chief Infrastructure Officer may sign lease agreements for the university or any of its related entities where the total expenditure is up to $3,000,000 and the term is less than five (5) years. *See Vice President Delegation and Additional Contract Signature Authority.	Authority is Per Policy

Level II (cont.)			
Winston Schoenfeld	Vice President of Research and Innovation	Winston Schoenfeld, Vice President for Research and Innovation may execute all grants, contracts, and other agreements with terms and conditions for research, sponsored training, clinical trials, patents and licensing, technology transfer, and research compliance including but not limited to agreements that obligate university project funds. This authority may be delegated as outlined by Section III, except that the Level 3 limits described therein do not apply. Level 3 limits shall apply to the Vice President and all delegates for all contracts obligating non-project (departmental) funds.	Authority is Per Policy
Deborah German	Vice President for Health Affairs and Dean of the College of Medicine	Deborah German, Vice President for Health Affairs and Dean of the College of Medicine, as the Chief Medical Officer and Health Officer, may execute contracts and documents directly related to Academic Health Sciences Center or the College of Medicine, including the clinical practice, clinical and clinically-related services, clinical and related affiliations, and other agreements and documents relating to the development and operations of UCF Health, the College of Medicine, Student Health Services, and the Academic Health Sciences Center, limited to $1,000,000 in expenditures or liability. *For further delegations, see the College list	Authority is Per Policy
Youndy Cook	Vice President and General Counsel	Youndy Cook, Vice President and General Counsel, may execute documents related to actual or threatened legal or administrative proceedings involving UCF or its direct support organizations, limited to $1,000,000 in expenditures or liability. The Vice President and General Counsel may also sign contracts up to $500,000 in her area of Authority.	Authority is Per Policy
Rhonda Bishop	Vice President for Compliance, Ethics, and Risk	Rhonda Bishop, The Vice President for Compliance, Ethics, and Risk, may execute documents related to compliance, ethics, risk, and insurance related functions and activities of the university and may execute contracts up to $1,000,000 in expenditures or liability.	Authority is Per Policy

Level III

Name	Title	Signature Authority	Expiration
Level III			
John Buckwalter	Provost and Executive Vice President for Academic Affairs	John Buckwalter, Provost and Executive Vice President for Academic Affairs, may execute contracts within their area of responsibility, limited to $750,000 in expenditures or liability.	Authority is Per Policy
Deborah German	Vice President for Health Affairs and Dean of the College of Medicine	Deborah German, Vice President for Health Affairs and Dean of the College of Medicine, may execute contracts within their area of responsibility, limited to $750,000 in expenditures or liability.	Authority is Per Policy
Adrienne Frame	Vice President for Student Success and Well-Being	Adrienne Frame, Vice President for Student Success and Well-Being, may execute contracts on behalf of the division of Student Success and Well-Being up to $750,000 in expenditures or liability, to include faculty employment agreements.	Authority is Per Policy

Level III (cont.)			

Bill Poirier	Chief Information Officer	Bill Poirier, Chief Information officer may execute contracts within their area of responsibility, limited to $750,000 in expenditures or liability.	Authority is Per Policy
Winston Schoenfeld	Vice President for Research and Innovation	Winston Schoenfeld, Interim Vice President for Research, may sign contracts on behalf of the Office of Research up to $750,000 in expenditures or liability, to include faculty employment agreements.	Authority is Per Policy
Bert Francis	Acting Vice President and Chief Financial Officer	Bert Francis, Acting Vice President and Chief Financial Officer, may execute contracts within their area of responsibility, limited to $750,000 in expenditures or liability.	Authority is Per Policy
Jonathan Varnell	Vice President for Administrative Operations and Chief Infrastructure Officer	Jonathan Varnell, Vice President for Administrative Operations and Chief Infrastructure Officer, may execute contracts within their area of responsibility, limited to $750,000 in expenditures or liability.	Authority is Per Policy
Rodney Grabowski	Senior Vice President for Advancement & Partnerships	Rodney Grabowski, Senior Vice President for Advancement and Partnerships, may execute contracts within their area of responsibility, limited to $750,000 in expenditures or liability.	Authority is Per Policy

Level III (cont.)			

Andrea Guzman	Vice President for Access and Community Engagement	Andrea Guzman, Vice President for Access and Community Engagement may sign contracts on behalf of the Access and Community Engagement unit, including UCF Global, up to $750,000 in expenditures or liability, to include faculty employment agreements.	Authority is Per Policy
Terry Mohajir	Vice President and Director of Athletics	Terry Mohajir, Vice President and Director of Athletics may execute contracts within their area of responsibility, limited to $750,000 in expenditures or liability.	Authority is Per Policy
Janet Owen	Vice President for Government & Community Relations	Janet Owen, Vice President for Government & Community Relations, may execute contracts within their area of responsibility, limited to $750,000 in expenditures or liability.	Authority is Per Policy
Rhonda Bishop	Vice President for Compliance, Ethics, and Risk	Rhonda Bishop, Vice President for Compliance and Risk, may execute contracts within their area of responsibility, limited to $750,000 in expenditures or liability.	Authority is Per Policy
Youndy Cook	Vice President and General Counsel	Youndy Cook, Vice President and General Counsel, may execute contracts within their area of responsibility, limited to $750,000 in expenditures or liability.	Authority is Per Policy

Additional Contract Signature Authority

Name	Title	Signature Authority	Expiration
Joel Levenson	Assistant Vice President of Tax, Payables & Procurement	Joel, Levenson, Assistant Vice President of Tax, Payables and Procurement, may execute contracts for the procurement of goods and services and is limited to $1,000,000 in expenditures or liability, and may execute lease agreements, limited to $100,000. *For further delegation, see Administration and Finance authority.	Authority is Per Policy
Jonathan Varnell	Vice President for Administrative Operations and Chief Infrastructure Officer	The Vice President for Administrative Operations and Chief Infrastructure Officer may sign change orders and additional service authorizations on contracts that have previously been signed in compliance with this policy so long as such change orders do not exceed 10% of the project's original cost or cause a project to exceed its approved budget	Authority is Per Policy

Delegations

Administration and Finance

Name	Title	Signature Authority	Expiration
Facilities and Business Operations			
Jonathon Bates	AVP, Strategic Campus Planning	Jonathon Bates, AVP, Strategic Campus Planning may sign contracts up to $250,000 within his area of authority. On behalf of Space Administration, he has the authority to sign rent rolls for space leased from the UCF Foundation.	05/20/2028
Bill Martin	University Architect,	Bill Martin, University Architect, May approve commitments for funded projects under $250,000; May sign/approve change orders and additional service authorizations for such projects, that do not cause such project to exceed $250,000; May sign deductive change orders of any value and contracts up to $75,000 within his area of authority. Delegation is valid for 1 year.	02/11/2027
Benjamin Davis	Assistant Vice President Planning, Design, and Construction	Benjamin Davis, AVP Planning, Design, and Construction. This delegation of authority applies to projects on all UCF campuses and projects being managed by UCF Planning, Design, and Construction on other campuses. The AVP Planning, Design, and Construction may: a) approve commitments for funded projects under $250,000; b) sign/approve change orders and additional service authorizations on contracts that have previously been signed in compliance with this policy so long as such change orders do not exceed 10% of the projects original cost or cause a project to exceed its approved budget, with an individual value up to $250,000, or deductive change orders (including those owner direct purchases) of any value; c) sign Non-disclosure Agreements on behalf of UCF; and d) sign contracts up to $75,000 within his area of authority.	09/29/2028

Duane Siemen	AVP, Utilities and Energy Services	Duane Siemen, AVP, Utilities and Energy Services, may: a) sign for real-time pricing to hedge volumes of gas based on the NYMEX LD Settle price, during the term of the gas contract, b) sign Extra Work Orders regarding the Mitsubishi Hitachi Power Systems America Agreement (combined heat and power plant), and c) execute contracts up to $250,000 in his area of authority.	05/20/2028
Kevin Sowers	AVP, Auxiliary Services	Kevin Sowers, AVP, Auxiliary Services, may execute contracts up to $250,000 in his area of authority.	05/20/2028
Amy Childs	AVP, Facility Operations	Amy Childs, AVP of Facility Operations, may sign contracts up to $75,000 in her area of authority.	01/05/2029
Donna DuBuc	AVP, Finance and Operational Excellence	Donna DuBuc, AVP, Finance and Operational Excellence, may execute contracts up to $250,000 in her area of authority, and serve as backup to Jon Varnell, in his absence, up to $250,000.	05/20/2028
Tom Anguish	Senior Director, Planning, Design, and Construction	Tom Anguish, Senior Director, Planning, Design, and Construction, this delegation of authority applies to projects on all UCF campuses and projects being managed by UCF Planning, Design, and Construction on other campuses. The Senior Director, Planning, Design, and Construction may: a) approve commitments for funded projects under $75,000; b) sign/approve change orders and additional service authorizations on contracts that have previously been signed in compliance with this policy so long as such change orders do not exceed 10% of the projects original cost or cause a project to exceed its approved budget, with an individual value up to $75,000, or deductive change orders (including those owner direct purchases) of any value; c) sign Non-disclosure Agreements on behalf of UCF; and d) sign contracts up to $75,000 within his area of authority.	01/25/2029
Financial Affairs			
Joel Levenson	Assistant Vice President for Tax,	Joel Levenson, Assistant Vice President for Tax, Payables and Procurement, has delegated authority for representation before all taxing authorities, signature authority in the absence of the VP for Finance and CFO, Assoc.	11/07/2028

	Payables and Procurement	VP for Financial Affairs and University Controller for tax filings, signature authority for state and local tax filings, and signature authority for confirmation of UCF's tax filing status. *For further delegation, see Additional Contract Signature Authority.	
Human Resources			
Maureen Binder	Associate Vice President and Chief Human Resource Officer	Maureen Binder, Associate Vice President for Human Resources, may sign human resources related benefit plans, documents, and commitment letters on behalf of the university. Such documents may include but not be limited to required benefit plan documents which specify program options for deferred compensation, 403(b) and 401(a) plans. Such documents typically do not commit additional university funds, but in the event that additional university funds are involved they shall not exceed $250,000 annually. The authorization specified herein is in addition to any authorization granted by the University of Central Florida Board of Trustees. Additionally, Authority to sign for UCF Foundation projects: Human Resources Benefit Fair, USPS Staff Award Fund, Staff Council Holiday Celebration, Gabor Agency Inc. Awards Fund and Employee Relief Fund.	4/30/2027
Procurement Services			
Myrnellie Nido	Associate Director, Procurement	Myrnellie Nido, Associate Director, may approve users' requisitions for sourcing POs over $500,000 and approve contracts/agreements up to $500,000; approve requisitions for sourcing POs between $100,000 and $500,000 in the absence of the Procurement Manager. This delegation pertains to all actions tasked to the Procurement Services Department including approving sole sources and competition waivers.	07/26/2026
Brian Sargent	Manager, Procurement	Brian Sargent, Manger for Procurement, may approve users' requisitions for sourcing POs up to $500,000 and approve contract/ agreements up to $500,000; approve requisition for sourcing POs over $500,000 in the absence of Associate Director, review and approval of purchase orders with prior approval of the President is unlimited. This delegation pertains	10/15/2028

		to all actions tasked to the Procurement Services Department including approving sole sources and competition waivers as assigned/delegated or absence of Associate Director.	
Public Safety Department			
Robin Griffin-Kitzerow	Chief of Police	Robin Griffin-Kitzerow, Chief of Police, may review and sign contracts, including goods and services, up to $50,000 pertaining to her areas of responsibility: Police and Public Safety departments.	11/14/2028

Delegations

Advancement and Partnerships

Name	Title	Signature Authority	Expiration
UCF Advancement and Partnerships			
Rachel Schaefer	Associate Vice President, Chief of Staff and Campaign Director	Rachel Schaefer, Associate Vice President, Chief of Staff and Campaign Director, may sign all documents that may be signed by the Foundation CEO. This delegation is limited to contracts or agreements that will be paid for using state and foundation funds.	07/17/2027

Delegations

Communications and Marketing

Name	Title	Signature Authority	Expiration
Communications and Marketing			
Jennifer Cook	Assistant VP, WUCF TV & FM	Jennifer Cook, Assistant VP of WUCF TV and FM, may sign contracts up to $75,000 in her area of authority, including programming and underwriting contracts, FCC and CPB forms and filings, equipment maintenance contracts and PBS station-to-station and program grants under $20,000.	4/24/2027

Delegations

Provost and Academic Affairs

Name	Title	Signature Authority	Expiration
Provost Administration			
Paige Borden	Chief Analytics Officer	Margaret Paige Borden, Chief Analytics Officer, may sign contracts on behalf of the departments of Analytics and Integrated Planning, and Institutional Knowledge Management up to $30,000 in expenditures and liability.	05/27/2028
Thomas Cavanagh	Vice Provost, Division of Digital Learning	Thomas Cavanagh, Vice Provost for the Division of Digital Learning, may sign contracts up to $750,000 in his area of authority in expenditures or liability, to include faculty employment agreements, approve salary supplemental payments, uniform/tool allowances, one-time performance payments, stipends, awards, and non-qualified moving expenses.	11/23/2028
Nataly Chandia	Associate Vice President, UCF Global	Nataly Chandia, Associate Vice President, UCF Global, may sign contracts up to $10,000 in expenditures or liability on behalf of UCF Global. In addition, Nataly Chandia may sign UCF Global Level 1 General Collaboration agreements with international representatives, Level 2 Student Mobility/Exchange agreements with international institutions or other educational organizations, and UCF Global Educational Agent Contracts.	09/22/2026
Joel Cramer	Interim Vice Provost for Faculty Excellence	Joel Cramer, Interim Vice Provost for Faculty Excellence, has authority to sign faculty employment agreements, documents related to sabbaticals, administrative professional development leave, award tenure credits for new hires, courtesy faculty appointments, and one-time performance requests.	08/08/2027

Jason Kennedy	Budget Director I for UCF Global	Jason Kennedy, Budget Director I for UCF Global, may sign student subleases under UCF Global's master lease arrangements to provide student housing to international students. Sublease terms may be on the basis of weekly, monthly, semesterly, annually, or any other reasonable lease terms.	10/22/2028
Timothy Letzring	Senior Vice Provost for Academic Affairs	Timothy Letzring, Senior Vice Provost for Academic Affairs may sign contracts up to $750,000 in expenditures or liability on behalf of Academic Affairs, College of Graduate Studies, UCF Libraries, and Office of Undergraduate Studies. Timothy Letzring has the authority to sign faculty employment agreements, documents related to sabbaticals, administrative professional development leave, award tenure credit for new hires, courtesy faculty appointments, and one-time payment requests in the absence of the Vice Provost for Faculty Excellence. Timothy Letzring has the authority to sign curricular and student focused documents, articulation agreements - both domestic and international, clinical sites, and dual credit documents in the absence of the Associate Vice Provost for Undergraduate Studies.	11/23/2028
Charles Reilly	Associate Provost for Contract Compliance and Administrator Support	Charles Reilly, Associate Provost, has authority to sign faculty employment agreements, documents related to sabbaticals, administrative professional development, award tenure credit for new hires, courtesy faculty appointments, and one-time payment requests in the absence of the Vice Provost for Faculty Excellence. On behalf of space administration, he has authority to sign Rent Rolls.	07/05/2026
Ross Wolf	Associate Provost, UCF Downtown	Ross Wolf, Associate Provost UCF Downtown, may sign contracts on behalf of UCF Downtown up to $10,000 in expenditures or liability.	11/23/2028

Zachary Knauer	Associate Director, Faculty Excellence	Zachary Knauer, Associate Director, Faculty Excellence, has authority to review, approve, and request any additional materials or revisions needed. Authority applies to Faculty Employment of Relatives forms, Remote Work Agreements for Faculty Excellence team members, Tenure Clock Adjustments and University Travel Award notifications.	6/25/2028
Colleges			
Wayne Bowen	Interim Dean of Undergraduate Studies	Wayne Bowen, Interim Dean of Undergraduate Studies, may sign contracts on behalf of the College of Undergraduate Studies up to $30,000 in expenditures or liability	09/01/2027
Lyman Brodie	Executive Associate Dean, College of Arts and Humanities	Lyman Brodie, Executive Associate Dean of the College of Arts and Humanities, may sign contracts up to $10,000 in expenditures or liability.	07/05/2026
Beau Case	Dean, UCF Libraries	Beau Case, Dean of UCF Libraries, may sign contracts on behalf of the UCF Libraries up to $750,000 in expenditures or liability, to include faculty employment agreements.	11/23/2028
Seresa Cruz	Senior Finance/Budget Director and Special Assistant to Vice Provost Strategic Initiatives	Seresa Cruz, Senior Finance/Budget Director and Special Assistant to the Vice Provost for Strategic Initiatives, may sign contracts on behalf of the College of Sciences and the College of Engineering and Computer Science up to $10,000 in expenditures and liability.	12/03/2027
Michael Georgiopoulos	Dean, College of Engineering and Computer Sciences	Michael Georgiopoulos, Dean of College of Engineering and Computer Sciences may sign contracts on behalf of the College of Engineering & Computer Science up to $750,000 in expenditures or liability, to include faculty employment agreements.	11/23/2028

Deborah German	Vice President for Health Affairs and Dean, College of Medicine	Deborah German, Dean Vice President of Health Affairs and Dean of the College of Medicine, may sign contracts on behalf of the College of Medicine up to $750,000 in expenditures or liability, to include faculty employment agreements. Deborah German, Vice President for Health Affairs and Dean of the College of Medicine, as the Chief Medical Officer and Health Officer, may execute contracts and documents directly related to Academic Health Sciences Center or the College of Medicine, including the clinical practice, clinical and clinically-related services, clinical and related affiliations, and other agreements and documents relating to the development and operations of UCF Health, the College of Medicine, Student Health Services, and the Academic Health Sciences Center, limited to $1,000,000 in expenditures or liability. The Vice President for Health Affairs and Dean of the College of Medicine may execute intergovernmental transfer agreements and other healthcare payment system documents in any amounts in support of clinical services provided by UCF College of Medicine faculty and UCF clinical operations. *For further delegation, see Level II and Level III list.	11/23/2028
David Hagan	Dean, College of Optics and Photonics	David Hagan, Dean, may sign contracts on behalf of the College of Optics and Photonics up to $750,000 in expenditures or liability, to include faculty employment agreements.	11/23/2028
Ross Wolf	Interim Dean, College of Community Innovation and Education	Ross Wolf, Interim Dean, may sign contracts on behalf of the College of Community Innovation and Education up to $750,000 in expenditures or liability, to include faculty employment agreements.	11/23/2028
Bari Hoffman	Associate Dean, Clinical Affairs	Bari Hoffman, Associate Dean of Clinical Affairs, may sign all Affiliation Agreements on behalf of the College of Health Professions and Sciences. In addition, Bari Hoffman may sign contracts on behalf of the College of Health Professions and Sciences up to $10,000 in expenditures or liability in the absence of the Dean.	03/28/2026

Tiffany Hughes	Chief of Operations, College of Business Administration	Tiffany Hughes, Chief of Operations, may sign contracts on behalf of the College of Business Administration up to $10,000 in expenditures or liability.	07/22/2028
Matthew Theriot	Dean, College of Health Professions and Sciences	Matthew Theriot, Dean, may sign contracts on behalf of the College of Health Professions and Sciences up to $750,000 in expenditures or liability, to include faculty employment agreements.	11/23/2028
Paul Jarley	Dean, College of Business Administration	Paul Jarley, Dean, may sign contracts on behalf of the College of Business Administration up to $750,000 in expenditures or liability, to include faculty employment agreements.	11/23/2028
Allison Jefferson	Assistant Dean, College of Community Innovation and Education	Allison Jefferson, Assistant Dean, may sign contracts on behalf of the College of Community Innovation and Education up to $10,000 in expenditures or liability.	07/05/2026
John Weishampel	Interim Dean, College of Graduate Studies	John Weishampel, Interim Dean, may sign contracts on behalf of the College of Graduate Studies up to $750,000 in expenditures or liability, to include faculty employment agreements.	11/23/2028
Jeffrey Moore	Dean, College of Arts and Humanities	Jeffrey Moore, Dean, may sign contracts on behalf of the College of Arts and Humanities up to $750,000 in expenditures or liability, to include faculty employment agreements.	11/23/2025
Alan Fyall	Associate Dean, Rosen College of Hospitality Management	Alan Fyall, Associate Dean of Rosen College of Hospitality Management, may sign contracts on behalf of the College of Hospitality Management up to $10,000 in expenditures or liability.	10/04/2026

Sheila Amin Gutiérrez de Piñeres	Dean, Burnett Honors College	Sheila Amin Gutiérrez de Piñeres, Dean, may sign contracts on behalf of the Burnett Honors College up to $750,000 in expenditures or liability, to include faculty employment agreements.	11/23/2028
Sharon Tucker	Dean, College of Nursing	Sharon Tucker, Dean, may sign contracts on behalf of the College of Nursing up to $750,000 in expenditures or liability, to include faculty employment agreements.	11/23/2028
Kristine Gauthier	Assistant Dean, Clinical Practice	Kristine Gauthier, Assistant Dean for Clinical Practice, may sign clinical affiliation agreements and amendments for student clinical experiences. ***Duration of 1 year till or rescinded by the Dean, whichever occurs first. Option to renew/continue. ***	06/05/2026
Norma Conner	Executive Associate Dean, College of Nursing	Norma Conner, Executive Associate Dean, may sign contracts related to business agreements as well as affiliation agreements for the College of Nursing. Authority granted through 5/30/2027.	05/30/2027
Joshua Colwell	Interim Dean, College of Sciences	Joshua Colwell, Interim Dean of College of Sciences, may sign contracts on behalf of the College of Sciences up to $750,000 in expenditures or liability, to include faculty employment agreements.	11/23/2028
Mark Wagenhauser	Finance/Budget Director I, College of Optics and Photonics	Mark Wagenhauser, Finance/Budget Director I, may sign contracts on behalf of the College of Optics and Photonics up to $10,000 in expenditures or liability.	07/5/2026
Cynthia Mejia	Dean, Rosen College of Hospitality Management	Cynthia Mejia, Dean, may sign contracts on behalf of the Rosen College of Hospitality Management up to $750,000 in expenditures or liability, to include faculty employment agreements.	11/23/2028
College of Medicine			

Danny Cavallo	Associate Vice President of Administration and Finance and CFO	Danny Cavallo, Associate Vice President of Administration and Finance and CFO, may sign contracts directly relating to staffing services for UCF Health, limited to $500,000 in expenditures or liabilities, in accordance with UCF and College of Medicine policies and procedures. This delegation is effective for three years from the date of signature unless revoked or revised.	02/05/2028
Stephen Cico	Associate Dean for GME and DIO; Professor of Emergency Medicine	Stephen Cico, Associate Dean for GME and DIO; Professor of Emergency Medicine, authorized to sign medical resident appointment and employment agreements in accordance with UCF and College of Medicine policies and procedures and verification of employment forms for College of Medicine residents. This delegation is effective for three years from the date of signature unless revoked or revised.	05/27/2028
Michael Deichen	Associate Vice President of UCF Student Health Services	Michael Deichen, Associate Vice President of Student Health Services, may sign contracts on behalf of Student Health Services up to $150,000 in expenditures or liability.	08/20/2027
Scott Langdon	Executive Director, HealthARCH	Scott Langdon, Executive Director of HealthARCH is authorized to execute Master Services Agreements, Scopes of Work, and Business Associate Agreements for HealthARCH, related to providers and companies engaging HealthARCH to provide services. The delegation will be effective for three years from the date of signature.	08/05/2027
Greg Norris	Associate Director, Administration and Finance	Greg Norris, Associate Director, Administration and Finance, may sign all contracts on behalf of the College of Medicine up to $10,000 in expenditures or liability.	12/7/2028
Student Success and Well-Being			

David Pavlonnis	Finance/Budget Director III	David Pavlonnis, Finance/Budget Director III for Student Success and Well-Being may execute contracts and approve purchases for goods and services up to $250,000 for Student Success and Well-Being. Additionally, he has the authority to approve salary supplemental payments in accordance with UCF and Human Resources policies and procedures. These include uniform/tool allowances, one-time performance payments, stipends, and awards.	02/03/2028
Office of Research			
Andrea White	Assistant Director, Technology Licensing	Andrea Adkins, Assistant Director, may sign confidential disclosure agreements, non-disclosure agreements, material transfer agreements, and invoices for patent and intellectual property expenses.	04/20/2028
Lynn Aitken	Proposal Specialist III	Lynn Aitken, Proposal Specialist III, may sign proposals, representations and certifications documents, and other documents related to the submission of proposals.	09/03/2027
Keri Tackett	Proposal Specialist III	Keri Tackett, Proposal Specialist II, may sign proposals, representation and certification documents, and other documents related to proposals.	01/14/2029
Elena Andreeva	Subaward Specialist III	Elena Andreeva, Subaward Specialist III, may sign proposal documents, representation and certification documents, contracts, grants, collaboration agreements, non-consideration agreements, and all expenditure and other documents related to subcontract agreements.	08/09/2027

Douglas Backman	Director, Compliance, Office of Research	Doug Backman, Director, may sign proposals, representations and certification documents, grants, contracts, collaboration agreements, nonconsideration agreements, subcontracts and all expenditure and other documents related to these agreements.	11/21/2027
Diane Finek-Elvir	Project Manager II	Diane Finek-Elvir, Project Manager II, has authority to sign contract and grant modifications, proposal documents, reps and certs, and all expenditure and other documents related to these agreements.	02/23/2029
Kelly Belga	Post Award Financial Specialist III	Kelly Belga, Post Award Financial Specialist III, has authority to sign contract and grant modifications, proposal documents, reps and certs, and all expenditure and other documents related to these agreements.	02/08/2029
Emily Bennett	Proposal Specialist III	Emily Bennett, Proposal Specialist III, may sign proposals, representations and certifications documents, grants, contracts, collaboration agreements, non-consideration agreements, subcontracts and all expenditure and other documents related to these agreements.	01/23/2027
Terri Bigham	Director Sponsored Programs, UCF Research Foundation	Terri Bigham, Director Sponsored Programs of UCF Research Foundation, may sign proposals, representations and certifications documents, grants, contracts, collaboration agreements, non-consideration agreements, subcontracts and all expenditure and other documents related to these agreements.	04/11/2026

Shannon Callahan	Post Award Financial Specialist III	Shannon Callahan, Post Award Financial Specialist III, has the authority to sign contract and grant modifications, proposal documents, reps and certs, and all expenditure and other documents related to these agreements.	02/08/2029
Amanda Coveney	Assistant Director	Amanda Coveney, Assistant Director has signature authority for UCF Research Foundation and d/b/a Limbitless Solutions, Inc. proposals, contracts, grants, collaboration agreements, non-consideration agreements, subcontracts, and other related documents to these agreements. Also, signature authority for consulting agreements, vendor agreements (hotel, transportation, etc.) lease agreements and sublease, software license agreements, and purchase orders.	08/17/2026
Matthew Cronan	Proposal Specialist III	Mathew Cronan, Proposal Specialist III, may sign proposals, representations and certification documents, and other documents related to proposals.	01/14/2029
Aaron Davis	Contracts Officer III	Aaron Davis, Contracts Officer III, may sign proposals, representations and certification documents, grants, contracts, collaboration agreements, non-funded agreements, subcontracts, and all expenditure and other documents related to these agreements.	01/26/2028
Sarah Farrell	Research Compliance Specialist III	Sarah Farrell, Research Compliance Specialist III, may sign representation and certification documents, close-out documents, and all expenditure or other related documents related to financial compliance of sponsored projects.	04/03/2028

Jessica Frisch-Daiello	Contracts Officer III	Jessica Frisch-Daiello, Contracts Officer III, may sign proposals, representations and certification documents, grants, contracts, collaboration agreements, non-funded agreements, subcontracts, and all expenditure and other documents related to these agreements.	01/18/2028
Michelle Greco	Director, Sponsored Programs	Michelle Greco, Director Sponsored Programs, may sign invoices, financial closeout documents, financial liability statements, financial reports, debt collection agreements, subrecipient/supplier questionnaires, and any other forms or reports related to these documents.	11/25/2028
Megan Carrigan	Finance/Budget Director III	Megan Carrigan, Finance/Budget Director III, may execute contracts, invoices, and agreements for the Office of Research for operational and departmental purchases limited to $50,000 in expenditures or liability.	04/01/2028
Brenda Jackson	Associate Director, Sponsored Programs	Brenda Jackson, Associate Director Sponsored Programs, may sign proposals, representations and certification documents, grants, contracts, collaboration agreements, non-funded agreements, subcontracts, and all expenditure and other documents related to these agreements.	09/08/2028
Stiliyana Jeyasingam	Assistant Director, Sponsored Programs	Stiliyana Jeyasingam, Assistant Director, may sign proposals, representations and certification documents, grants, contracts, collaboration agreements, non-funded agreements, subcontracts, and all expenditure and other documents related to these agreements.	04/24/2027

Joel Kennedy	Associate Director, Sponsored Programs	Joel Kennedy, Associate Director, may sign contracts, grants, collaboration agreements, non-consideration agreements, representation and certification documents, and other documents related to these agreements.	09/30/2028
Elena Kovkin-Chidester	Proposal Specialist III	Elena Kovkin-Chidester, Proposal Specialist III, may sign proposals, representations and certification documents, and other documents related to proposals.	01/14/2029
Lynn Berridge	Proposal Specialist III	Lynn Berridge, Proposal Specialist III, may sign proposals, representations and certification documents, and other documents related to proposals.	01/14/2029
Wendy Land	Contracts Officer III	Wendy Land, Contracts Officer III, may sign proposals, representations and certification documents, grants, contracts, collaboration agreements, non-funded agreements, subcontracts, and all expenditure and other documents related to these agreements.	07/03/2028
Tameria Mace	Associate Director, Sponsored Programs	Tameria Mace, Associate Director, may sign proposals, representation and certification documents, grant, contracts, collaboration agreement, non-consideration agreements, subcontracts and all expenditure and other documents related to these agreements.	01/23/2027

Sreela Mallick	Associate Director, Sponsored Programs	Sreela Mallick, Associate Director, may sign grant awards, contracts, modifications, proposals, and all expenditure and other documents related to these agreements.	04/24/2027
Elizabeth Mork	Contracts Officer III	Elizabeth Mork, Contracts Officer III, may sign proposals, representations and certification documents, grants, contracts, collaboration agreements, non-funded agreements, subcontracts, and all expenditure and other documents related to these agreements.	01/28/2028
Narasimha Raju Nagaiah	Assistant Director Technology Licensing	Narasimha Raju Nagaiah, Assistant Director, Technology Licensing, may sign confidential disclosure agreements, non-disclosure agreements, material transfer agreements, and invoices for patent and intellectual property expenses.	10/05/2028
Benjamin Neymotin	Assistant Director Technology Licensing	Benjamin Neymotin, Assistant Director, Technology Licensing may sign confidential disclosure agreements, non-disclosure agreements, material transfer agreements, and invoices for patent and intellectual property expenses.	10/05/2028
Celeste Rivera Nunez	Director Sponsored Programs	Celeste Rivera Nunez, Director, may sign proposals, representations and certification documents, and other documents related to proposals.	10/22/2028
Stephanie Rodriquez-Makhlouf	Associate Director Sponsored Programs	Stephanie Rodriquez-Makhlouf, Associate Director, may sign proposals, representations and certification documents, and other documents related to proposals.	01/14/2029

Svetlana Shtrom	Director, Technology Transfer	Svetlana Shtrom, Director, may execute contracts and other agreements with terms and conditions for intellectual property management; licensing; and technology transfer.	07/23/2026
Daniel Sierra	Research Compliance Specialist III	Daniel Sierra, Research Compliance Specialist III, may sign representation and certification documents, close-out documents, and all expenditure and other documents related to financial compliance of sponsored projects.	08/01/2027
Erica Spaulding	Proposal Specialist III	Erica Spaulding, Proposal Specialist III, may sign proposals, representations and certification documents, and other documents related to proposals.	01/14/2029
Mary Stanley	Business Research Analyst	Mary Stanley, Business Research Analyst. may sign proposals, representations and certification documents, contracts, grants, collaboration agreements, non-consideration agreements, subcontracts and all expenditure and other documents related to these agreements.	04/03/2028
Amber Thorne	Associate Director Sponsored Research	Amber Thorne, Associate Director Sponsored Research, may sign contracts, grants, collaboration agreements, non-consideration agreements, representation and certification documents, and other documents related to these agreements.	09/30/2028
Kim Smith	Associate Vice President for Research Administration and COO,	Kim Smith, Associate Vice President for Research Administration, includes all research and sponsored activity related to proposals, contracts, grants, subawards, collaboration agreements, non-consideration agreements, representations and certifications, service agreements, agreements that obligate university project funds and resources, and all expenditure and other documents related to these agreements.	08/15/2028

	Research Foundation	Signature authority for UCF Research Foundation and d/b/a Limbitless Solutions, Inc. proposals, contracts, grants, collaboration agreements, non-consideration agreements, subcontracts, and other related documents to these agreements. Signature authority for consulting agreements, vendor agreements (hotel, transportation, etc.) lease agreements and sublease, software license agreements, and purchase orders.	08/17/2026
Robert Bernath	Director, TISTEF	Robert Bernath, Director of TISTEF, signature authority for TISTEF activity pertaining to UCF Service Center operations with external contractors, NASA Kennedy Space Center (KPC), and Cape Canaveral Space Force Station (CCSFS) to include facility and range operational quotes, JON accounts, fixed asset property, and pre-grant support service quote requests. Signature authority covers environmental checklists and documents to include environmental applications, certifications and permits with: KSC, CCSFS, Fish and Wildlife Service (FWS), Merritt Island Wildlife Refuge (MINWR), St John River Management District (SJRMD), and Amy Core of Engineers (USACE).	02/04/2029
Renea Carver	Manager, Institutional Review Board	Renea Carver is authorized to sign agreements, certifications and associated documents related to the Institutional Review Board and Human Research Protection Program. She is additionally delegated authority to submit Institutional Assurance Statements as required by NIH for Certificate of Confidentiality for Non-NIH funded research.	11/8/2027
Marc Mendonca	Associate Vice President for Research and Scholarship	Marc Mendonca, Associate Vice President for Research and Scholarship, may execute contracts, invoices, and agreements for the Office of Research for operational and departmental purchases limited to $30,000 in expenditures or liability.	07/06/2028

Delegations

University Relations

Name	Title	Signature Authority	Expiration
Compliance & Risk			
Sandra Hick	Chemical Safety Officer	Sandra Hick, Chemical Safety Officer has been delegated signing authority on behalf of UCF for matters dealing with Industrial Alcohol User Permits through the Alcohol and Tobacco Tax and Trade Bureau.	04/02/2027
General Counsel's Office			
Jordan Clark	Associate General Counsel	Jordan Clark, Associate General Counsel, may sign settlement agreements for the University up to $100,000 or for the UCF Athletics Association Inc. up to $300,000.	07/22/2028
Rebecca Pluguez	Director and Clerk of the University	Rebecca Pluguez, Director and Clerk of the University may sign documents specific to representing the University as Clerk of the University.	10/22/2028
Sara Potter	Associate General Counsel	Sara Potter, Associate General Counsel, may sign settlement agreements up to $100,000. Sara Potter, in the absence of the Vice President and General Counsel, may also sign Private Attorney Service Agreements, may execute documents related to actual or threatened legal or administrative proceedings involving UCF or its direct support organizations, limited to 1,000,000 in expenditures or liability, and may also sign contracts up to $100,000 in the Vice President's area of authority.	04/19/2026

John Malek	Principal Legal Counsel, Health Affairs	John Malek, Principal Legal Counsel, Health Affairs, may sign settlement agreements directly related to health affairs operations of the university, UCF Academic Health, or the Central Florida Clinical Practice Plan. * For further delegation see COM list.	04/10/2027
Sandra Sovinski	Deputy General Counsel	Sandra Sovinski, Deputy General Counsel, may sign settlement agreements for the University, the UCF Research Foundation, Inc., or Limbitless, Inc. up to $100,000. Sandra may also sign attorney services agreements on behalf of the university or the UCF Research Foundation, Inc., for legal services related to intellectual property protection and commercialization.	04/02/2027
Craig Novick	Associate General Counsel	Craig Novick, Associate General Counsel, is authorized to sign settlement agreements up to $250,000 in his area of responsibility. This delegation shall remain in effect for three years.	10/14/2027
Office of the President			
Michael Kilbride	Chief of Staff	Michael Kilbride, Chief of Staff, may sign all contracts up to $250,000 on behalf of departments and units with the division of the President, including Partnerships and Innovation. Additionally, he has the authority to approve salary supplemental payments in accordance with UCF and Human Resources policies and procedures, including uniform/tool allowances, one-time performance payments, stipends, and awards.	04/2/2027
Cyndia M. Muniz	Senior Director, HSI Initiatives	Cyndia Muñiz, Senior Director for Hispanic Serving Institution Initiatives, is authorized to sign Hispanic/Minority Serving Institution (HSI) Certification Forms as the authorized organizational representative and related grant verification letters that do not bind the university in any contractual or financial obligation.	04/24/2027
Ana Petkov	Senior Assistant Vice President, University Events	Ana Petkov, Senior Assistant Vice President of University Events, is authorized to execute contracts within her area of responsibility up to $100,000.	07/10/2026

Eric "Tubby" Shwedo	Associate Vice President, Federal Relations	Eric "Tubby" Shwedo, Associate Vice President, Federal Relations, is authorized to sign NDA agreements with Space Florida, and other entities and agreements with federal entities, including contracts not to exceed $10,000.	04/24/2027