UCF Signature Authority List

As of October 19, 2026

Level I

Name	Title	Signature Authority	Expiration
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
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 grants, 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	Interim 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

Name	Title	Signature Authority	Expiration
Winston Schoenfeld	Vice President of Research	Winston Schoenfeld, Vice President for Research 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. 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 the UCF College of Medicine faculty and UCF clinical operations. *For further delegations, see the College list	Authority is Per Policy

Level II

Name	Title	Signature Authority	Expiration
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.	Authority is Per Policy
Rhonda Bishop	Vice President for People and Workplace Experience	Rhonda Bishop, The Vice President for People and Workplace Experience 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. The Vice President, People and Workplace Experience may execute the university's annual payment to the State Rick Management Trust Fund up to $4,000,000 for Workers Compensation, General Liability, Federal Civil Rights, and Automotive Liability coverages.	Authority is Per Policy

Level III

Name	Title	Signature Authority	Expiration
Bill Poirier	Chief Information Officer	Bill Poirier, Chief Information Office, may execute contracts on behalf of the university 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 university within their area of responsibility, limited to $750,000 in expenditures or liability.	Authority is Per Policy
Andrea Guzman	Vice President for Access and Community Engagement	Andrea Guzman, Vice President for Access and Community Engagement may execute contracts on behalf of the university within their area of responsibility, limited to $750,000 in expenditures or liability.	Authority is Per Policy
Bert Francis	Interim Vice President and Chief Financial Officer	Bert Francis, Interim Vice President and Chief Financial Officer, may execute contracts on behalf of the university 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 on behalf of the university within their area of responsibility, limited to $750,000 in expenditures or liability.	Authority is Per Policy

Level III

Name	Title	Signature Authority	Expiration
Janet Owen	Vice President for Government & Community Relations	Janet Owen, Vice President for Government & Community Relations, may execute contracts on behalf of the university within their area of responsibility, limited to $750,000 in expenditures or liability.	Authority is Per Policy
John Buckwalter	Provost and Executive Vice President for Academic Affairs	John Buckwalter, Provost and Executive Vice President for Academic Affairs, may execute contracts on behalf of the university 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 on behalf of the university within their area of responsibility, limited to $750,000 in expenditures or liability.	Authority is Per Policy
Rhonda Bishop	Vice President, People and Work Place Experience	Rhonda Bishop, Vice President, People and Workplace Experience, may execute contracts on behalf of the university 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 on behalf of the university within their area of responsibility, limited to $750,000 in expenditures or liability.	Authority is Per Policy

Level III

Name	Title	Signature Authority	Expiration
Terry Mohajir	Vice President and Director of Athletics	Terry Mohajir, Vice President and Director of Athletics may execute contracts on behalf of the university 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 execute contracts on behalf of the university 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 on behalf of the university within their area of responsibility, limited to $750,000 in expenditures or liability.	Authority is Per Policy

Additional Contract Signature Authority

Procurement of Goods and Services: The UCF Procurement Services department is responsible for coordinating procurement for the university and the development of procurement policies and procedures. All personnel are required to abide by the Procurement Services department's policies and procedures when requisitioning goods and services unless otherwise exempted under those policies and procedures.

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

University Delegations

Division of Finance

Financial Affairs

Name	Title	Signature Authority	Expiration
Joel Levenson	Assistant Vice President for Tax, Payables and Procurement	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. 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.	11/07/2028

Division of Finance

Procurement Services

Name	Title	Signature Authority	Expiration
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 to all actions tasked to the Procurement Services Department including approving sole sources and competition waivers as assigned/delegated or absence of Associate Director.	10/15/2028
Myrnellie Nido	Associate Director, Procurement	Myrnellie Nido, Associate Director, may approve users' requisitions for sourcing PO's over $500,000; approve contracts/agreements up to $500,000; approve requisitions for sourcing POs between $100,000 and $500,000 un the absence if the Procurement Manager. This delegation pertains to all actions tasked to Procurement Services including approving competition waivers and sole sources.	07/22/2029

Division of University Operations

Business Operations

Name	Title	Signature Authority	Expiration
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
Benjamin (Ben) Davis	Assistant Vice President, Engineering Services	Benjamin Davis, AVP, Engineering Services, may execute contracts up to $75,000 in his area of authority.	04/02/2029
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
Chris Gase	Portfolio Manager, Planning Design and Construction	Chris Gase, Portfolio Manager for Planning Design and Construction, may sign contracts up to $25,000 within his area of authority.	10/26/2029
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
Duane Siemen	Senior AVP and Chief Engineer	Duane Siemen, Senior AVP and Chief Engineer for 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	08/28/2029

		America Agreement (combined heat and power plant), and c) execute contracts up to $750,000 in his area of authority.	
Greg Minenna	Portfolio Manager, Planning Design and Construction	Greg Minenna, Portfolio Manager for Planning Design and Construction, may sign contracts up to $25,000 within his area of authority.	10/19/2026

Division of University Operations

Business Operations

Name	Title	Signature Authority	Expiration
Jonathon Bates	Senior Associate VP, Strategic Campus Planning	Jonathon Bates, Senior Associate VP, Strategic Campus Planning may sign contracts up to $750,000 within his area of authority.	09/10/2029
Matthew Christopher	Portfolio Manager, Planning Design and Construction	Matthew Christopher, Portfolio Manager for Planning Design and Construction, may sign contracts up to $25,000 within his area of authority.	10/19/2026
Tom Anguish	Senior Director, Planning, Design, and Construction	Tom Anguish, Senior Director, Planning, Design, and Construction, may sign contracts up to $250,000 within his area of authority.	10/19/2026
Walter Gordon	Director, Planning Design and Construction	Walter Gordon, Director for Planning Design and Construction, may sign contracts up to $75,000 within his area of authority.	10/19/2026

William (Bill) Finn	AVP, Facilities Planning and Construction	William (Bill) Finn, AVP Facilities Planning and Construction, may approve commitments for funded projects under $750,000; May sign/approve change orders and additional service authorizations for contracts previously signed in compliance with this policy, up to $750,000, and on the condition that they do not cause a project to exceed its approved budget; May sign deductive change orders of any value and contracts up to $75,000 within his area of authority.	08/28/2029

Division of University Operations

Public Safety

Name	Title	Signature Authority	Expiration
Robin Griffin-Kitzerow	Chief of Police and Associate Vice President of Public Safety	Robin Griffin-Kitzerow, Chief of Police and Associate Vice President of Public Safety, 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

Office of the Provost and Academic Affairs

Administration

Name	Title	Signature Authority	Expiration
Charles (Chuck) 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.	07/07/2029
Jason Kennedy	Director, Global Immigration, Employment & Tax Compliance	Jason Kennedy, Director, Global Immigration Employment & Tax Compliance, 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
Kelly Ferris Lester	Vice Provost for Faculty Excellence	Kelly Ferris Lester, 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.	07/10/2029
Nataly Chandia Viano	Associate Vice President, UCF Global	Nataly Chandia Viano, Associate Vice President, UCF Global, may sign on behalf of UCF Global contracts up to $250,000 in expenditures/liability, including General Collaboration Agreements, Student Mobility/Exchange Agreements, Educational Agent Contracts, and Co-op/Internship/Employment Agreements.	09/22/2029

Office of the Provost and Academic Affairs

Administration

Name	Title	Signature Authority	Expiration
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 expenditure and liability.	05/27/2028
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
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

Office of the Provost and Academic Affairs

Administration

Name	Title	Signature Authority	Expiration
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
Zachary Knauer	Associate Director of Operations, Faculty Excellence	Zachary Knauer, Associate Director of Operations, 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

Office of the Provost and Academic Affairs

Colleges

Name	Title	Signature Authority	Expiration
Allison Jefferson	Assistant Dean, College of Community Innovation and Education	Allison Jefferson, Assistant Dean CCIE, may sign contracts on behalf of the College of Community Innovation and Education up to $10,000 in expenditure or liability.	06/26/2029
Anabel Otero Toledo	Manager, Academic Programs	Anabel Otero Toldedo, Manager, Academic Programs for College of Health Professions and Sciences may sign affiliation agreements with no financial commitments related to student fieldwork, internships, and/or clinical placements for all academic programs in CHPS.	08/26/2029
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 expenditure or liabilities in the absence of the Dean.	03/30/2029
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

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

Office of the Provost and Academic Affairs

Colleges

Name	Title	Signature Authority	Expiration
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
David Kwun	Assistant Dean, Rosen College of Hospitality Management	David Kwun, Assistant 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.	06/15/2029
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

Office of the Provost and Academic Affairs

Colleges

Name	Title	Signature Authority	Expiration
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.	11/23/2028
John Weishampel	Dean, College of Graduate Studies	John Weishampel, 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
Joshua Colwell	Dean, College of Sciences	Joshua Colwell, 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
Valerie Martinez	Interim Assistant Dean, Clinical Affairs	Valerie Martinez, Interim Assistant Dean for Clinical Affairs, may sign clinical affiliation agreements and amendments for student clinical experiences. *Duration is for 1 year or rescinded by the Dean, whichever occurs first. Option to renew/continue.	09/16/2027

Office of the Provost and Academic Affairs

Colleges

Name	Title	Signature Authority	Expiration
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 expenditure or liability.	06/26/2029
Mark Wagenhauser	Finance Director, College of Optics and Photonics	Mark Wagenhauser, Finance Director, may sign contracts on behalf of CREOL, The College of Optics and Photonics up to $10,000 in expenditures or liability.	06/26/2029
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
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

Office of the Provost and Academic Affairs

Colleges

Name	Title	Signature Authority	Expiration
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
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 expenditure or liability, to include faculty employment agreements.	11/23/2028
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

Office of the Provost and Academic Affairs

Colleges

Name	Title	Signature Authority	Expiration
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
Seresa Cruz	Senior Budget Director and Special Assistant to Vice Provost Strategic Initiatives	Seresa Cruz, Senior 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

Office of the Provost and Academic Affairs

Colleges

Name	Title	Signature Authority	Expiration
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
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
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 expenditure or liability.	07/22/2028
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 expenditure or liability	09/01/2027

Office of the Provost and Academic Affairs

College Medicine

Name	Title	Signature Authority	Expiration
Danny Cavallo	Associate Vice President for AHSC Financial Affairs and CFO	Danny Cavallo, Associate Vice President for AHSC Financial Affairs 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
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 expenditure or liability.	12/7/2028
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

Office of the Provost and Academic Affairs

College Medicine

Name	Title	Signature Authority	Expiration
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
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

Office of the Provost and Academic Affairs

Office of Research

Name	Title	Signature Authority	Expiration
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
Amanda Coveney	Associate Director, Sponsored Programs	Amanda Coveney, Associate Director, Sponsored Programs 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. Signature authority for consulting agreements, vendor agreements (hotel, transportation, etc.) lease agreements and sublease, software license agreements, and purchase orders.	08/09/2027
Amber Thorne	Associate Director Sponsored Programs	Amber Thorne, Associate Director Sponsored Programs, may sign contracts, grants, collaboration agreements, non-consideration agreements, representation and certification documents, and other documents related to these agreements.	09/30/2028

Office of the Provost and Academic Affairs

Office of Research

Name	Title	Signature Authority	Expiration
Andrea White	Assistant Director, Technology Licensing	Andrea Adkins, Assistant Director, Technology Licensing, may sign confidential disclosure agreements, non-disclosure agreements, material transfer agreements, and invoices for patent and intellectual property expenses.	04/20/2028
Ashley Guritza	Assistant Vice President, Research Compliance	Ashley Guritza, Assistant Vice President, Research Compliance may sign contracts for research compliance, including export control, facility security, foreign influence, research security, responsible conduct of research, and research misconduct.	05/07/2029
Benjamin (Benjy) 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
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

Office of the Provost and Academic Affairs

Office of Research

Name	Title	Signature Authority	Expiration
Celeste Rivera Nunez	Director, Sponsored Programs	Celeste Rivera Nunez, Director, Sponsored Programs may sign proposals, representations and certification documents, and other documents related to proposals.	10/22/2028
Daniel Sierra	Assistant Director, Sponsored Programs	Daniel Sierra, Assistant Director, Sponsored Programs, 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
Diane Finek-Elvir	Administrative Project Manager II	Diane Finek-Elvir, Administrative 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
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

Office of the Provost and Academic Affairs

Office of Research

Name	Title	Signature Authority	Expiration
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
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
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

Office of the Provost and Academic Affairs

Office of Research

Name	Title	Signature Authority	Expiration
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
Joel Kennedy	Associate Director, Sponsored Programs	Joel Kennedy, Associate Director, Sponsored Programs, may sign contracts, grants, collaboration agreements, non-consideration agreements, representation and certification documents, and other documents related to these agreements.	09/30/2028
Kelly Belga	Assistant Director, Sponsored Programs	Kelly Belga, Assistant Director, Sponsored Programs, has authority to sign contracts and grant modifications, proposal documents, reps and certs, and all expenditure and other documents related to these agreements.	02/08/2029
Keri Tackett	Proposal Specialist III	Keri Tackett, Proposal Specialist III, may sign proposals, representation and certification documents, and other documents related to proposals.	01/14/2029

Office of the Provost and Academic Affairs

Office of Research

Name	Title	Signature Authority	Expiration
Kim Smith	Associate Vice President for Research Administration and COO, Research Foundation	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
Laura Miller	Proposal Specialist III	Laura Miller, Proposal Specialist III, may sign proposals, representations and certification documents, and other documents related to proposals.	06/18/2029
Leslie Rogers	Director, International Collaboration and Export Control (OICEC)	Leslie Rogers, Director, International Collaboration and Export Control (OICEC) may sign contracts for export control compliance, foreign influence compliance, JCP Certification, and the UCF Custom Broker.	05/07/2029
Lynn Berridge	Proposal Specialist III	Lynn Berridge, Proposal Specialist III, may sign proposals, representations and certifications documents, and other documents related to the submission of proposals.	01/14/2029

Office of the Provost and Academic Affairs

Office of Research

Name	Title	Signature Authority	Expiration
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
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
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
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

Office of the Provost and Academic Affairs

Office of Research

Name	Title	Signature Authority	Expiration
Megan Carrigan	Finance/Budget Director III and CFO	Megan Carrigan, Finance/Budget Director III and CFO, may execute contracts, invoices, and agreements for the Office of Research for operational and departmental purchases limited to $50,000 in expenditure or liability.	04/01/2028
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
Michelle McLaren	Director, Research Integrity and Compliance	Michelle McLaren, Director, Integrity and Compliance may sign contracts related to conflicts of interest, courtesy/visiting scientist appointments, responsible conduct of research, research misconduct, and third-party use of research space.	05/07/2029
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

Office of the Provost and Academic Affairs

Office of Research

Name	Title	Signature Authority	Expiration
Renea Carver	Associate Director, Institutional Review Board	Renea Carver, Associate Director, Institutional Review Board, 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
Robert Bernath	Director, Townes Institute Science and Technology Experimentation Facility (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
Sarah Farrell	Assistant Director, Sponsored Programs	Sarah Farrell, Assistant Director, Sponsored Programs, 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

Office of the Provost and Academic Affairs

Office of Research

Name	Title	Signature Authority	Expiration
Shannon Callahan	Post Award Financial Specialist III	Shannon Callahan, Post Award Financial Specialist III, has the authority to sign contracts and grant modifications, proposal documents, reps and certs, and all expenditure and other documents related to these agreements.	02/08/2029
Sreela Mallick	Director, Award Management	Sreela Mallick, Director, Award Management, may sign grant awards, contracts, modifications, proposals, and all expenditure and other documents related to these agreements.	04/24/2027
Stephanie Rodriquez-Makhlouf	Associate Director, Sponsored Programs	Stephanie Rodriquez-Makhlouf, Associate Director, Sponsored Programs, may sign proposals, representations and certification documents, and other documents related to proposals.	01/14/2029
Stiliyana Jeyasingam	Assistant Director, Sponsored Programs	Stiliyana Jeyasingam, Assistant 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.	04/24/2027

Office of the Provost and Academic Affairs

Office of Research

Name	Title	Signature Authority	Expiration
Svetlana Shtrom	Sr. Director, Technology Transfer & Economic Development	Svetlana Shtrom, Sr. Director, Technology Transfer & Economic Development, may execute contracts and other agreements with terms and conditions for intellectual property management, licensing, and technology transfer.	07/09/2029
Tamara Gabrus	Sr. Director, Research Advancement & Strategy	Tamara Gabrus, Sr. Director, Research Advancement & Strategy, may sign proposals, representations and certification documents, and other documents related to proposals.	03/05/2029
Tameria Mace	Associate Director, Sponsored Programs	Tameria Mace, Associate Director, Sponsored Programs, 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

Office of the Provost and Academic Affairs

Office of Research

Name	Title	Signature Authority	Expiration
Terri Bigham	Director Sponsored Programs	Terri Bigham, Director Sponsored Programs, 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.	02/24/2029
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

Office of the Provost and Academic Affairs

Student Success and Well-Being

Name	Title	Signature Authority	Expiration
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

University Relations

Office of the General Counsel

Name	Title	Signature Authority	Expiration
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
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.	04/10/2027
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

University Relations

Office of the General Counsel

Name	Title	Signature Authority	Expiration
Richard Welsh	Senior Associate General Counsel	Richard Welsh, Senior 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.	06/05/2029
Sandra Sovinski	Deputy General Counsel	Sandra Sovinski, Deputy General Counsel, may sign settlement agreements for the University, the UCF Research Foundation, Inc., or Limbitless Solutions, Inc. up to $100,000, and execute legal documents on behalf of the University or any of its direct support organizations for filing with the U.S. Patent and Trademark Office or the U.S. Copyright Office. 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.	06/24/2029
Sara Potter	Deputy General Counsel for Dispute Resolution and Student Affairs	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.	04/08/2029

University Relations

Office of the President

Name	Title	Signature Authority	Expiration
Ana Petkov	Senior Assistant Vice President, Signature Events	Ana Petkov, Senior Assistant Vice President, Signature Events, is authorized to execute contracts within her area of responsibility up to $50,000.	07/22/2029
Courtney Gilmartin	Chief Communications Officer	Courtney Gilmartin, Chief Communications Officer, is authorized to execute contracts within her area of responsibility up to $75,000.	07/23/2029
Cyndia M. Muniz	Sr. Director, Grant Initiatives and Partnerships	Cyndia Muñiz, Sr. Director, Grant Initiatives and Partnerships, 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

University Relations

Office of the President

Name	Title	Signature Authority	Expiration
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
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.	04/24/2027
Michael Kilbride	VP, Executive 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
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