Policy on Signature Authority

I. Purpose and Scope
To establish who among the University’s employees may sign agreements, contracts and other documents on behalf of Northeastern University.

II. Definitions
For the purposes of this policy, Signature authority means the board delegated authority that purports to bind the university by executing and signing agreements, contracts and other documents on behalf of the University, which legally binds the University.

III. Policy
As provided in the bylaws of the University and by vote of the Board of Trustees, only certain designated University officers may sign agreements and other documents on behalf of Northeastern University. These individuals are:

- The President
- The Senior Vice President for Academic Affairs
- The Chief Financial Officer
- The Chief Operating Officer
- The Treasurer

Any one of the above named individuals may delegate signature authority to another University employee provided that the delegation is in writing, and defines the scope of the authority, and that the original of the delegation is on file with the Office of the Board of Trustees.

Delegations of signature authority are valid for no more than one year or until the individual to whom the authority is delegated no longer serves in the capacity or position noted in the delegation, whichever comes first. Delegations may be revoked at any time.

IV. Additional Information
University employees, students or other individuals who purport to sign documents on behalf of Northeastern University and who do not hold valid signature authority under this policy may be subject to disciplinary action up to and including separation from the university. In addition, individuals who are not authorized to sign documents do so at their own risk and may be personally liable for the contents of the agreement signed and any
resulting legal action that may ensue, including potential civil and/or criminal proceedings as well as costs, expenses and legal fees associated with the document.

Verification or certification of signatory authority can be obtained from the Office of the Board of Trustees, 617-373-2106.

V. Contact Information

Office of the Board of Trustees, 617-373-2106.