Office of the Provost

RU
RADFORD
UNIVERSITY

Academic Budgets
& Administration

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MEMORANDUM

TO: Stephanie Jennelle, University Controller

FROM: Sam Minner, Provost and Vice President for Academic Affairs

DATE: October 24, 2014

SUBJECT: Authorized Division Approving Authorities

As of the above date, I hereby submit the following revised listing of administrators as Division Approving Authorities for Academic Affairs to approve non-exception based travel for employees in their respective departments. As a reminder exception based travel includes international travel and travel involving four or more employees traveling to a single travel destination and must be approved by the President. All other exceptions must be approved by the appropriate Travel Designee as delegated by the President* (most commonly includes travel lodging expense up to 50% over the State rate). Administrators in an "acting" or "interim" role are granted the same authority as those listed below.

All Travel (Professional and Instructional Non-Exemption Based Travel) - Designee Title:

- Director, International Education
- Director, Core Curriculum
- Director, School of Communication
- Chair, Department of Criminal Justice
- Chair, Department of English
- Chair, Department of Foreign Languages and Literatures
- Chair, Department of History
- Chair, Department of Military Science
- Chair, Department of Philosophy and Religious Studies
- Chair, Department of Psychology
- Chair, Department of Political Science
- Chair, Department of Sociology
- Chair, Department of Accounting, Finance and Business Law
- Chair, Department of Economics
- Chair, Department of Marketing
- Chair, Department of Management
- Chair, Department of Counselor Education
- Chair, Department of Exercise, Sports and Health Education
- Chair, Department of Recreation, Parks and Tourism
- Chair, Department of Anthropological Sciences
- Chair, Department of Biology
- Chair, Department of Chemistry
- Chair, Department of Geology
- Chair, Department of Geospatial Sciences
- Co-Director, Forensic Science Institute
- Chair, Department of Information Technology
- Chair, Department of Mathematics and Statistics

- Chair, Department of Physics
- Chair, Department of Communication Sciences and Disorders
- Chair, Department of Occupational Therapy
- Chair, Department of Physical Therapy
- Director, School of Nursing
- Director, School of Social Work
- Director, Student Teacher Education and Leadership
- Director, Appalachian Studies Program
- Chair, Department of Art
- Chair, Department of Interior Design and Fashion
- Chair, Department of Music
- Director, School of Theatre and Dance
- Chair, Department of Dance
- Director of Honors Academy
- Director Quality Enhancement Programs
- Director of Academic Budgets and Administration
- Director of Academic Affairs
- Director of Undergraduate Research Program
- Director, Academic Engagement and Career Services
- Director, Center for Innovative Teaching and Learning
- Director, Learning Assistance and Resource Center
- Director, Financial Aid
- Registrar
- Coordinator of Retention
- Director, Teaching Resource Center
- Director, Sponsored Programs and Grant Management
- Assistant Vice Provost for Academic Assessment and Accreditation

***May Approve Exceptions**

- Vice Provost for Academic Affairs
- Assistant Vice Provost for High Impact Practices
- Dean, College of Humanities and Behavioral Science
- Dean, College of Business and Economics
- Dean, College of Education and Human Development
- Dean, College of Science and Technology
- Dean, Waldron College of Health and Human Services
- Dean, College of Visual and Performing Arts
- Dean, College of Graduate and Professional Studies
- Dean of the Library
- Dean of Admissions

All direct reports of the positions identified above must obtain approval of their respective supervisor.

All travel for direct reports of the Provost must obtain approval from the Provost:

- Vice Provost for Academic Affairs
- Assistant Vice Provost for Academic Assessment and Accreditation
- Assistant Vice Provost for High Impact Practices
- Dean, College of Humanities and Behavioral Science
- Dean, College of Business and Economics
- Dean, College of Education and Human Development
- Dean, College of Science and Technology

- Dean, Waldron College of Health and Human Services
- Dean, College of Visual and Performing Arts
- Dean, Collect of Graduate and Professional Studies
- Dean of the Library
- Dean of Admissions
- Director of Honors Academy
- Director Quality Enhancement Programs
- Director of Academic Budgets and Administration
- Site Director, Roanoke Higher Education Center
- Site Director, Southwest Virginia Higher Education Center

As a designee named by me to approve travel-related transactions above, the designees are certifying:

1. The travel is reasonable and necessary
2. The travel expenses are compliant with State and University policy

As a reminder, required by the State Comptroller, the President's prior approval must be obtained for all domestic travel where four or more employees are traveling to a single destination and for all international travel which consists of all travel outside the 48 contiguous United States. Travel involving four or more employees to a single international travel destination must be approved in advance by the Secretary of Education. The President's Office will coordinate this approval if required.

This order supersedes previous memorandums and becomes effective on the date of its signing and shall remain in force and effect unless amended or rescinded by further order of the Office of the Provost.

cc:	Chairs	Directors	Deans
	Vice Provost	Asst. Vice Provost	file