

M E M O R A N D U M

TO: Mr. David Miller

FROM: Mr. Tim Fawver



DATE: October 29, 2018

SUBJECT: SIGNATURE AUTHORITY REQUEST FOR DR. TIM CROSS,
UNIVERSITY OF TENNESSEE INSTITUTE OF AGRICULTURE

FI0420 Appendix D: Contract Signature Authority Request Form

Question 1: Name of the person who will have contract signature authority if the CFO approves this request:

Name: Dr. Tim Cross

Title: Chancellor, University of Tennessee Institute of Agriculture

Question 2: State the types of contracts for which the person may sign if the CFO approves this request: Zero-dollar contracts with foreign parties using the attached university-approved template.

Note: Contract signature authority granted by this memo (if approved) expires immediately if the UT employee named in this memo changes positions within UT, or when their employment ends, whichever is earlier.

CFO approval: David L. Miller

TF:cp

cc:

Tammie Cole
Blake Reagan
Dr. Tim Cross

MEMORANDUM OF UNDERSTANDING
between
THE UNIVERSITY OF TENNESSEE
and
[Name of Institution]

1.0 PURPOSE

The purpose of this MOU is to develop academic and educational cooperation on the basis of equality and reciprocity and to promote sustainable partnerships and mutual understanding between the University of Tennessee on behalf of the [Include name of College(s), if appropriate] on its Knoxville campus (hereinafter referred to as “UT”) in the United States of America and [Include name of College(s), if appropriate] at [Name of Institution] (hereinafter referred to as “[Name or short form of Institution, if appropriate]”) in [City, Country]. Both UT and [Name or short form of Institution, if appropriate] may be referred to individually as the “party” or collectively as the “parties”.

2.0 SCOPE OF ACTIVITIES

UT and [Name or short form of Institution, if appropriate] aim to undertake cooperation in areas that may include, but are not restricted to, the following: [Choose all that apply]

- a) Student exchange for research and study
- b) Exchange of faculty, staff and research scholars
- c) Joint research activities
- d) English as a Second Language programs
- e) Continuing education programs
- f) Organization and participation in seminars, symposia, short-term academic programs and academic meetings
- g) Exchange of research and educational materials, publications and academic information
- h) Technical assistance
- i) Creation and marketing of electronic instruction media, including credit and non-credit courses
- j) Dual degree and joint degree programs
- k) [List other, if applicable] _____

3.0 ACTIVITY AGREEMENTS

Before any activities may be implemented, the parties shall discuss the relevant issues to the satisfaction of each party and enter into specific activity agreements based on the mutually agreed objectives and outcomes of the activity. Activity agreements will include such terms as the following:

- a) Elaboration of the responsibilities of each institution for the agreed upon activity
- b) Specific schedules for the activity
- c) Budgets and sources of finances for the activity
- d) Detailed management of intellectual property rights and publications
- e) Any other items deemed necessary for the efficient management of the activity

4.0 COORDINATORS

Coordinators shall be named by each institution to serve as liaisons for implementing this MOU. All activities conducted under the auspices of this MOU must have the endorsement of the coordinators. At UT, the coordinator will be [Name, Title] of [Department, School or College] and at [Name or short form of Institution, if appropriate], the coordinator will be [Name, Title] of [Department, School or College]. Coordinators shall notify their counterparts should a new person be named to the position.

5.0 RENEWAL, TERMINATION AND AMENDMENT

- 5.1 This MOU shall remain in force for a period of five years from the date of the last signature. This MOU may be extended by the written consent of the parties.
- 5.2 This MOU may be terminated by either party giving written notice to the other party at least 180 days in advance of the stated termination date. Termination of this MOU shall not affect activities in progress pursuant to specific activity agreements, which shall continue until concluded by the parties in accordance with their terms or as otherwise agreed to by the parties in writing.
- 5.3 This MOU may be amended only by the written consent of the parties.

In witness thereof, the parties have offered their signatures hereto:

_____ Cross Chancellor University of Tennessee Institute of Agriculture	Date	Tim	_____ [Name of President or equivalent] [Title] [Name of Institution]	Date
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