



POLICY TITLE:

Delegation of Authority

APPLIES TO:

**Kentucky State University Board of Regents
President of Kentucky State University**

ADMINISTRATIVE AUTHORITY:

**Kentucky State University Board of Regents
Office of the President
Office of General Counsel**

APPROVED BY:

Kentucky State University Board of Regents

EFFECTIVE DATE:

August 8, 2025

NEXT REVIEW DATE:

August 8, 2028

POLICY STATEMENT:

Kentucky Revised Statute (KRS) 164.321 establishes the governance of Kentucky State University (KSU) by a Board of Regents (the "Board"). The Board is charged with appointing a President, who shall serve as the chief administrative and educational officer of KSU.

This policy establishes and clarifies the authority the Board is explicitly reserving to itself and otherwise delegates broad authority to the President to manage and operate KSU. The Board entrusts the internal administration of KSU to the President in accordance with duly established governing Board policies.

DEFINITIONS:

Board

The Board of Regents of Kentucky State University.

Bylaws

The Bylaws of the Kentucky State University Board of Regents, otherwise known as “The Gold Book.”

KAR

Kentucky Administrative Regulations

KRS

Kentucky Revised Statutes.

President

The duly appointed President of Kentucky State University

PROCESS:

General Delegation of Authority to the President

The Board of Regents delegates to the President the authority to conduct the day-to-day business and internal administration of KSU. This includes, but is not limited to:

- Serving as the chief administrative and educational officer of KSU.
- Making and providing interpretation and implementation of Board policy through the promulgation of administrative regulations.
- Making final decisions concerning areas and duties for which they have received delegated responsibility from the Board of Regents.
- Enforcing the policies, administrative regulations, and guidelines of KSU.
- Employing all non-administrative faculty and staff employees of KSU, whose compensation shall fall within the approved KSU classification and compensation system, which must be approved by the Board of Regents.
- Recommending changes in the administrative structure and organization of KSU to the Board of Regents for approval.
- Preparing annual budgets in consultation with the Board and recommending budgets and modifications to the Board.
- Appointing university-wide committees.
- Managing KSU through officials that report to the Office of the President.
- Providing leadership in the development of academic instruction, research, and service programs.

- Overseeing all KSU functions relating to student affairs, community relations, public relations, governmental relations, alumni relations, fundraising, program quality, facilities management, construction, and renovation, except where Board approval is explicitly required by policy or applicable law.
- Performing financial management functions as specified in KRS 164A.575, Sections (1), (2), (3), (4), (5), (6), (7), (8), (9), (10), (11), (12), (13), (14), (15), (16), (17), and (18).
- Negotiating with vendors as authorized by KRS 164A.575.
- Approving any expenditures that do not exceed \$1,000,000 in a single fiscal year.
- Approving and executing any contracts (excluding settlement agreements) that do not require KSU to expend more than \$1,000,000 in a single fiscal year.
- Approving and executing settlement agreements with settlement amounts of \$300,000 or less.

Sub-Delegation by the President

- The President is authorized, by formal, written assignment, to delegate any portion of their delegated financial management authority (including expenditure authority) to the Vice President of Finance & Administration, except as provided in Section 4 of 745 KAR 1:060 concerning real property. Such formal, written assignment shall be made through the issuance of a KSU administrative regulation.
- The Vice President of Finance & Administration is authorized to subdelegate those financial management responsibilities to their deputies and subordinates to the extent authorized by the President through a KSU administrative regulation. All such sub-delegations shall be made in writing and reported to the President.
- The President may delegate as appropriate the responsibility for carrying out any of their other non-financial-management functions.
- To ensure the continuity of operations, the President shall temporarily sub-delegate all of their authority to the Provost or a Vice President in the event the President is unable to fully perform the duties of the office (due to, for example, extended trips abroad). Notwithstanding any policies or regulations to the contrary, the Provost or Vice President shall have the full authority of the President during such period. However, they must attempt to contact the President before performing any actions that exceed their normal authority. Additionally, the Provost or Vice President must keep a written record of any actions taken during the President's absence, which must be submitted to the President and the General Counsel.

Authority Reserved by the Board of Regents / Actions Requiring Prior Board Approval

The Board of Regents retains ultimate authority for the governance of Kentucky State University. The following matters, among others detailed in Board-approved policies, the Board's Bylaws, and relevant KRS and KAR, require the explicit approval of the Board of Regents and may not be delegated further by the President unless expressly provided for:

- Appointment of the President of KSU.
- Annual review and evaluation of the performance of the President.

- Engagement of outside advisors and counsel for the Board.
- Approval of the employment of faculty members at the administrative level, and staff employees at the vice-presidential level and above, and fixing of their compensation and tenure of service.
- Approval of all administrative employment contracts offered to KSU employees prior to execution.
- Approval of salary and benefit ranges for all KSU personnel.
- Approval of the creation and elimination of employment positions.
- Approval of KSU's annual budget and any material changes to it.
- Approval of tuition, fees, and other charges.
- Approval of all loans, borrowing, and issuances of bonds.
- Approval of any administrative structure and plan of organization for KSU.
- Approval of KSU's policies of governance and operations.
- Granting of diplomas and conferring of degrees, upon the recommendation of the President and faculty.
- Promulgation of state financial management administrative regulations in accordance with KRS 164.560.
- Approval of any appropriation, expenditure, disbursement, or contract exceeding \$1,000,000 in a single fiscal year.
- Approval of any legal settlement with a settlement amount of more than \$300,000.
- Approval of the constitution and bylaws of the Faculty Senate, the Staff Senate, and the Student Government Association.
- Approval of namings.
- Periodic review and approval of KSU's vision, mission, and proposed long-range strategic plans.
- Acquisition or disposal of an interest in real property, the duration of which interest exceeds two (2) years' time.
- Engagement of a qualified firm of certified public accountants for the institutional audit.
- Establishment of a fund for excellence under KRS 164A.620.
- Recommendation for faculty tenure and administrative promotion decisions (President recommends to the Board for approval).

The above list of authorities is not exhaustive, and there may be other KSU policies that require Board authorization/approval for certain actions.

Fiduciary Oversight

The Board acknowledges its statutory responsibilities pursuant to KRS 164.321, 164.350, 164.360, and KRS 164.365, and its fiduciary oversight responsibility in accordance with Kentucky law and best practices in university governance.

Emergency Actions

In the event of an emergency, or if immediate action is determined to be in the best interests of KSU, and it is not feasible to convene a timely Board meeting, the President, after consultation with the Board Chair, is authorized to act on matters that would otherwise require Board approval under this policy, provided such actions are reasonably consistent with the President’s authority.

Such emergency actions shall be reported to the full Board as soon as practicable for ratification. For purposes of this section, an “emergency” is a situation which creates or has the potential to create a significant threat to the health, well-being, or safety of KSU or the KSU community, or the fiscal and/or operational integrity of KSU.

REFERENCES AND RELATED MATERIALS:

- Kentucky State University Board of Regents Bylaws (“The Gold Book”)
- KRS 164.321, KRS 164.350, KRS 164.360, KRS 164.365
- KRS 164A.555–164A.630 (University Financial Management)
- 745 KAR 1:025, 745 KAR 1:035, 745 KAR 1:045, 745 KAR 1:0555, 745 KAR 1:060

CONTACTS:

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HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy)	June 2025	Zach Atwell
