January 4, 2016

Dr. Caroline Miller
Vice Provost
Enrollment Management

RE: Appointment as Assistant Contracting Officer - Renewal

Dear Dr. Miller:

Pursuant to University Rule 10-1-06(E)(2)(b) & (F), I hereby appoint you to serve as an Assistant Contracting Officer. This authority is effective as of the date of this letter and supersedes any and all prior delegations you may have received. The scope of this delegation is limited to approving and executing the University of Cincinnati Dual Credit Memorandum of Understanding (through which the University participates in a dual credit program with school districts) using the attached standard forms which have been approved for use by the Office of the General Counsel. Any requests for amendments to or deletions of the terms, clauses, and conditions found in the approved standard forms must be submitted to the Office of the General Counsel for approval using the A910 form.

Copies of all documents executed by you pursuant to this appointment shall be retained and maintained by you, subject to applicable records retention requirements, together with a log or indexing system approved by the Contracting Officer. Your contracting activities will remain subject to the supervision of the Contracting Officer, who will audit such activities on a periodic basis and take appropriate action in the case of any noted discrepancies.

The authority granted by this appointment may not be further assigned or delegated by you to any other person. This appointment will automatically expire on December 31, 2017, unless it is sooner terminated as set forth in University Rules 10-5-01(E)(3) and 10-1-06(F).

Sincerely,

[Signature]

Kenya Mann Faulkner
Vice President for Legal Affairs
and General Counsel
Contracting Officer

KMF/Ad