UCSC Division of Humanities

Entertainment Authorization Matrix

Effective 7/1/09;Rev.9/15/12;Rev.02/19/13;Rev.04/15/13;Rev. 10/02/2014; Rev. 11/1/19

Units	Type of Events	EVENT HOST Signature may be required depending upon the event type Host	EVENT ORDER APPROVER (EOA) Signature Is Always Required Approval	EVENT EXPENSE CERTIFIER (EEC) Signature Is Always Required Certification **Standard Level (non-exceptional up to $5,000)**	EVENT EXPENSE CERTIFIER (EEC) Signature Is Always Required Certification **Standard Level (non-exceptional over $5,000)**	TOP LEVEL Signature Is Always Required Certification **Top Level (any amount)**
Departments						
Feminist St, History, History of Consciousness, LAAL, Linguistics, Literature, Philosophy, Writing	department meetings, year begin/year end events, retirements, faculty recruitments, grad recruitments, other dept events	Recruitment committee chair, faculty grad coordinator, other faculty person	PRIMARY: Dept. mgr, Backup: Div. finance director	PRIMARY: Dept. chair Backup: Assistant Dean	PRIMARY: Dept. chair **and** Div. finance dir Backup: Asst. dean	Dean
	department meetings, year begin/year end events, retirements, faculty recruitments, grad recruitments, other dept events	Department Chair	PRIMARY: Dept. mgr, Backup: Div. finance director	PRIMARY: Dean Backup: Assistant Dean	PRIMARY: Dean Backup: Assistant Dean	Dean
Division						
Dean's office, Development office, anything that falls outside of depts. or research units.	dean events, development events, external reviews, hum. divisional council, spring awards ceremony	Dean staff, development dir., development asst. dir., acad. prog. coord., dean, asst. dean	PRIMARY: Div. finance director Backup: Div. acctg mgr	PRIMARY: Assistant Dean Backup: Dean (or EVC if the dean is host, or is being reimbursed)	PRIMARY: Assistant Dean Backup: Dean (or EVC if the dean is host, or is being reimbursed)	Dean (or EVC if the dean is the host, or is being reimbursed)
Research Units						
The Humanities Institute (THI), Center for Cultural Studies (CCS), Dickens, Jewish Studies	seminars, conferences, lectures, events	Principal investigator or other faculty person involved in event, THI dir., THI event coord.	PRIMARY: THI managing dir. or program mgr Backup: Div. finance director or acctg mgr	PRIMARY: THI dir. Backup: Assistant Dean	PRIMARY: Assistant Dean/Dean Backup: Assistant Dean/Dean	Dean