

UACI Leadership Change Form

Change of Primary Administrator

The primary administrator is the director or otherwise titled administrator of a particular UACI with direct and primary responsibility for financial management, administration of the UACI, and supervisory authority over any employees of the UACI.

Change of Oversight Administrator

The oversight administrator is the cognizant dean or vice president (or designee), with direct supervisory authority over a UACI's primary administrator. The oversight administrator provides administrative oversight responsibility over the budget and operations of the UACI. If there is more than one oversight administrator, list in comments.

Name of UACI: _____

Name, title, and contact information for current or proposed PRIMARY administrator

Previous primary administrator (if applicable):

Name and title of current or proposed OVERSIGHT administrator

Previous oversight administrator(s) (if applicable):

Comments, including a brief rationale for change:

Acknowledgments:

Primary Administrator name

Signature / Date

Current or Proposed Oversight Administrator name

Signature / Date

Previous Oversight Administrator name (if applicable)

Signature / Date

Note: Change of primary administrator (director) requires signature of new/proposed primary administrator and current oversight administrator. Change of oversight administrator requires all three signatures.

UACI Committee Chair Approval:

Name, Title

Signature / Date