Role Descriptions

University

Role	Definition
Requestor	User in a unit or college who initiates contracts and contract requests. This role is chart-org specific (e.g. 1_100_requestor, 2_100_requestor, 4_100_requestor). It primarily governs access and permissions and may have multiple users assigned to it.
Business Manager	User in a unit or college, who probably oversees and reviews contracts and contract requests initiated by requestors. They may also initiate some contracts and contract requests themselves, serve as a proxy for their direct supervisor, and/or cover for other staff in their unit when necessary. This role is chart-org specific (e.g. 1_100_business_manager, 2_100_business_manager, 4_100_business_manager).
Unit Head	Department head or higher. Some units do not have department heads; some small colleges do not have departments. When there are only college-level offices for administration, the associate dean or dean may be assigned to the unit head role. This role is chart-org specific (e.g. 1_100_unit_head, 2_100_unit_head, 4_100_unit_head). It is assigned to only one user per unit. Checklist tasks are typically assigned to the role, rather than to the user by name.
Dean/Director	Administrator authorized to approve contracts $25,000 and above for their unit or college. This role is chart-org specific (e.g. 1_100_dean_director, 2_100_dean_director, 4_100_dean_director). Checklist tasks are typically assigned to the role, rather than to the user by name.
VP/Chancellor/Vice Chancellor	Administrator authorized to approve contracts $150,000 and above for their university. This role is chart specific (e.g. 1_chancellor_vice chancellor, 2_chancellor_vice chancellor, 4_chancellor_vice chancellor). It is assigned to only a few users per university. Checklist tasks are typically assigned to the to the appropriate user by name, rather than to the role

System Office

Role	Definition
Requestor	User in a System Office unit who initiates contracts and contract requests. This role is chart-org specific (e.g. 9_100_requestor). It primarily governs access and may have multiple users assigned to it.
Business Manager	User in a unit or college, who probably oversees and reviews contracts and contract requests initiated by requestors. They may also initiate some contracts and contract requests themselves, serve as a proxy for their direct supervisor, and/or cover for other staff in their unit when necessary. This role is chart-org specific (e.g. 9_100_business_manager).
Director/Executive Director	Administrator authorized to approve contracts up to $149,999 for their System Office unit. This role is chart-org specific (e.g. 9_100_director_executive director). It is assigned to only one or two users per unit. Checklist tasks are typically assigned to the role, rather than to the users by name.
AVP	Assistant vice president in the System Office. These administrators are authorized to approve contracts $150,000 and above for the System Office units reporting to them. This role is chart-org specific (i.e. 9_100_AVP). Checklist tasks are typically assigned to the role, rather than to the users by name.

Purchasing Office

Role	Definition
Purchasing Reviewer	Supervisor in the purchasing division who receives contracts and contract requests submitted for purchasing review and assigns the contracts to a specific buyer. This role is chart specific (e.g. 1_purchasing_reviewer, 2_purchasing_reviewer, 4_purchasing_reviewer). It is assigned to only one or two users in each university purchasing division. Checklist tasks are assigned to the role, rather than to users by name.
Purchasing Buyer	Staff member who handles the development, review, negotiation, and routing of procurement contracts and contract requests. This role is chart specific (e.g. 1_purchasing_buyer, 2_purchasing_buyer, 4_purchasing_buyer). It primarily governs access and has multiple users assigned to it for each university. Purchasing Reviewers assign checklist tasks to users in this role by name.
Purchasing Director	Administrator in the purchasing division who is authorized to execute procurement contracts on behalf of the university comptroller. This role is chart specific (e.g. 1_purchasing_director, 2_purchasing_director, 4_purchasing_director). It is typically assigned to only one or two authorized individuals on each university. Checklist tasks are assigned to a user by name, rather than the role.

UIC Only

Role	Definition
OBDS Reviewer	User in the Office of Business Development Services who receives UIC revenue-generating contracts and contract requests submitted for review and assigns the contracts to a specific OBDS coordinator. This role is chart specific (e.g. 2_obds_reviewer). It is assigned to only one or two users in OBDS. Checklist tasks are assigned to the role, rather than to users by name.
OBDS Coordinator	User in the Office of Business Development Services who handles the development, review, negotiation, and routing of UIC revenue-generating contracts and contract requests. This role is chart specific (e.g. 2_obds_coordinator). It primarily governs access and has multiple users assigned to it. OBDS reviewers assign checklist tasks to users in this role by name.
OBDS Reviewer	User in the Office of Business Development Services who receives UIC revenue-generating contracts and contract requests submitted for review and assigns the contracts to a specific OBDS Coordinator. This role is chart specific (e.g. 2_obds_reviewer). It is assigned to only one or two users in OBDS. Checklist tasks are assigned to the role, rather than to users by name.

UIUC Only

Role	Definition
AVP Office Reviewer	The AVP Office role is a user in the Urbana Office of the Assistant Vice President who handles the development, review, negotiation, and approval of UIUC non-procurement contracts and contract requests. These users are also authorized to execute these types of contracts on behalf of the University Comptroller. This role is chart specific (e.g. 1_avp_office_reviewer). Checklist tasks are assigned to the role, rather than to users by name.
AVP Office	User in the Urbana Office of the Assistant Vice President who handles the development, review, negotiation, and approval of UIUC non-procurement contracts and contract requests. These users are also authorized to execute these types of contracts on behalf of the university comptroller. This role is chart specific (e.g. 1_avp_office). It primarily governs access and has multiple users assigned to it. Checklist tasks are assigned to users in this role by name.