

PROPOSED ADDENDUM TO UNIVERSITY CONTRACTUAL AUTHORITY

Contracts with outside sources

A copy of all contracts with agencies, persons or other sources outside of the University or contracts between the University and faculty or students for items other than employment, housing or instruction activities should be submitted to the office of the General Counsel. The office of the General Counsel will maintain copies for University reference. The original or a second copy should be maintained in the department originating the contract. All documents submitted are considered attorney-client communication.

Affiliation Agreements

All agreements to affiliate University instructional departments with agencies, persons or other sources outside the University for the purpose of student instruction shall be submitted to the office of General Counsel for review. After review, the general counsel will return the agreement with commentary, if any, to the department submitting the same. The department shall then submit affiliation agreements for appropriate signatures. One copy of the agreement should be kept in the department or source originating the contract. A copy of the signed affiliation agreement should be forwarded to the office of the General Counsel for University reference. All documents submitted are considered attorney-client communication.

Construction, Bid or Other Contracts Negotiated through the Department of Administration

Contracts generated through or negotiated by the Department of Administration on behalf of the University are maintained in the finance office and are exempt from these requirements.

Student/Faculty Housing Contacts

Contracts between the University and faculty, staff or students for University housing are maintained in the Student Affairs office and are exempt from these requirements.

Student/Faculty Employment Contracts

Contracts between the University and faculty, staff or students for University employment are maintained in the Provost's office and are exempt from these requirements.

Student Activities Contracts

Contracts relating to student services or activities, i.e. contracts for concerts or entertainment are maintained in the offices of Student Affairs and are exempt from these requirements.

Athletic Contracts

Contracts generated by the University Athletic Association that are limited in duration and level of consideration, i.e., contracts with officials for athletic events, are exempt from these requirements.

Contract Review

Any department may submit a proposed contract to the office of the General Counsel for review and comment prior to signing the contract. This includes any contract that may be maintained in a separate office and is exempt from the requirements discussed supra. All documents submitted for review are considered attorney-client communication.

Adopted by Cabinet 02/05/97

Adopted by Cabinet 03/09/00