

Business Contracts

By Board of Trustees resolution, the Vice President for Finance and Treasurer has the sole authority (except as delegated with the approval of the President) to execute any and all deeds, leases, and contracts in the normal business operations of the University. This means all agreements committing University funds and not falling within some other category. For example, this would include but not be limited to:

- Construction agreements
- Agreements for software consultants, computer hardware, telecommunication services
- Contracts with vendors for purchase of any materials, equipment or services
- Procurement agreements
- Financing agreements
- Independent contractor agreements
- Agreements with temporary employment agencies

All business contracts must first go to the Department of Procurement Services with the [Routing Sheet](#) attached. The [Routing Sheet](#) is intended to standardize the routing of all business contracts and permits "Situational Routing," so that certain contracts may also receive review as necessary by other offices not detailed here (for example Human Resources, the Center for Planning and Information Technology, and/or the Budget Office). Business contracts are centrally controlled and maintained in the Department of Procurement Services and this [Routing Sheet](#) assists offices with the proper review and sequencing of contract actions. The [Routing Sheet](#) does not coordinate the routing of any non-business related contract unless a contract is determined by the Office of General Counsel to be a business contract requiring such routing and review.

The [Routing Sheet](#) process includes all contracts that are part of a project coordinated under the Project Approval Form (PAF) process. The PAF is a budgeting and accounting document used to coordinate all work under one project budget (typically a capital project such as building construction or renovation) and may entail multiple business contracts. Each separate business contract under a PAF must follow the [Routing Sheet](#) process.

After receiving preliminary approval from a business perspective (including review for bidding requirements, business terms, insurance coverage, and special "situational routing," etc.), such contracts must be forwarded to the Office of General Counsel.

Academic Appointments

Academic appointments specified in the [Faculty Handbook](#) are subject to the review procedures outlined in the Handbook. Only those with designated authority may approve appointment forms. Unless expressly delegated otherwise, all academic appointments must be approved in writing by the Provost. Academic appointments are not ordinarily reviewed by the Office of General Counsel or the Vice President for Finance and Treasurer unless requested by the Provost or President. Appointments in any academic unit which are not delineated in the Faculty Handbook (e.g., an Administrative Assistant or any non-faculty staff member in a School) must be approved through the Office of Human Resources as discussed in Employment Contracts below.

Employment Contracts

No person may work for the University, either as an employee or as an Independent Contractor, until the hire has been properly approved. It is critical, in order for supervisors to avoid personal financial liability for unauthorized hiring, that no person set foot in the workplace or otherwise begin to do work for the University until he or she has been approved on an Employee Data Form (EDF) or approved on an Independent Contractor form. Hiring by an oral promise is prohibited. For persons appointed under the authority of the Provost (such as Faculty) or the President, such individuals cannot begin work on campus or elsewhere until they have completed their immigration verification in the Office of the Provost.

In the case of employees on the University's Employee Data Form (EDF), the review process is as outlined on the EDF. These forms are ordinarily not reviewed by the Office of General Counsel. For Independent Contractors (or for temps through an outside temporary personnel agency), approval follows the same process as any business contract and is reviewed by the Department of Procurement Services with subsequent review by the Office of General Counsel. **Please note that in general the same individual cannot be both an employee of the University and an independent contractor of the University in the same calendar year.**

Academic Affiliation Agreements

For memoranda of understanding or agreements regarding academic operations (for example, affiliation agreements between University schools and external agencies such as hospitals, social agencies, or school systems; or collaboration agreements with other universities) approval is required by the Provost or his/her designee. The process for designating approval is set forth in the Contract and Signature Authority Policy. Under the University's Contract and Signature Authority Policy, such agreements are also reviewed by the Office of General Counsel. If an Academic Affiliation Agreement involves a commitment of University funds, it also is a Business Agreement and follows the applicable process for such agreements.

Research Contracts

By Board of Trustees resolution, the President has delegated authority to the Provost to execute any and all proposals for sponsored research and for training grants and programs ("Research Contracts"). The Provost has delegated responsibility for review of all research contracts and agreements (and in certain cases for signature) to the Associate Provost for Research. Research Contracts govern CUA research or training activities funded from external sources such as a governmental agency, a foundation, or a private corporation. Research Contracts typically fund activities including direct research by CUA faculty; subcontracts to collaborators at other institutions from externally-funded CUA-led grants; training by CUA faculty for personnel at external organizations; or performance of work by CUA as a subcontractor on another university's grant. Research Contracts are reviewed by the Office of General Counsel when the Associate Provost for Research identifies non-standard legal issues.