

Fairleigh Dickinson University Contract Procedures

Business Contracts

By Board of Trustees resolution and action of the University President, various University officers have been granted the authority to execute any and all 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 is not be limited to:

- Construction agreements (requires the prior approval of the VP, Administration)
- Agreements for software consultants, computer hardware, telecommunication services (requires the prior approval of the VP, Office of Information Resources Technology)
- Contracts with vendors for purchase of any materials, equipment or services
- Procurement agreements
- Clinical Affiliation agreements
- Financing agreements (requires the prior approval of the VP, Finance)

After receiving preliminary approval from a business perspective (including review for bidding requirements, business terms, insurance coverage, and special "situational routing," etc.) by a Responsible Official, such contracts must be forwarded, with a Contract Routing Form [\[click here\]](#), electronically to contractreview@fdu.edu for concurrent review by the University Director of Purchasing, University Risk Manager and General Counsel. For planning and workflow considerations, please allow a minimum of three (3) weeks for complete review and approval. Annual contracts that commence on July will need more than this three week lead time for review and processing.

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 University Provost. Academic appointments are not ordinarily reviewed by the General Counsel or the Vice President for Finance unless requested by the University 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 unless as an employee (including student workers), Independent Contractor, or through a temporary personnel agency and 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 in accordance with the University's Hiring Procedures, approved on an Independent Contractor form or through an approved temporary personnel agency. Hiring by an oral promise is prohibited.

Hiring of Independent Contractors (or for temps through an outside temporary personnel agency) is reviewed by Human Resources with concurrent review by the General Counsel. Agreements must be forwarded, with a Contract Routing Form [\[click here\]](#), electronically to employmentcontracts@fdu.edu for the approval of the Associate Vice President of Human Resources with concurrent review by University Risk Manager and General Counsel. **Please note** - 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

Academic affiliation agreements shall include 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, but shall not include clinical affiliation agreements).

Academic affiliation agreements must be approved by the University Provost or his/her designee and then forwarded, with a Contract Routing Form [\[click here\]](#), electronically to affiliation@fdu.edu for concurrent review by the University Risk Manager, General Counsel and Vice President, Finance.

Research Contracts

Research Contracts govern University 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 University faculty; subcontracts to collaborators at other institutions from externally-funded University-led grants; training by University faculty for personnel at external organizations; or performance of work by the University as a subcontractor on another university's grant.

By Board of Trustees resolution, the President has delegated authority to the University Provost for sponsored research and for training grants and programs ("Research Contracts"). The University Provost has delegated responsibility for initial review of all research proposals and contracts to the University Director for Grants and Sponsored Projects. The University Provost retains signatory authority for all proposals and contracts. Research Contracts approved by the University Director for Grants and Sponsored Projects are then forwarded, with a Contract Routing Form [\[click here\]](#), electronically to affiliation@fdu.edu for concurrent review by the University Risk Manager, General Counsel and Vice President, Finance.