

CAPITAL UNIVERSITY CONTRACTING POLICY

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PERSONNEL CONTRACTS			
TYPE OF CONTRACT	PRE-APPROVAL PROCESS	REVIEW REQUIRED *	SIGNATURE AUTHORITY
New Faculty hires/ New Faculty Position	<p>Position Management Committee (President if Law School) for "request for position"; sign-off by Dean and Provost; Director HR and Vice President of Business and Finance for market data and internal equity considerations; the Vice President of Business and Finance reviews Budget Implications; the President's Cabinet approves the new position;</p> <p>Search proceeds according to Search Manual (posting, University Counsel briefing, diversity recruiting procedures, permission to interview, etc. all specified in the manual). The Search Committee screens candidates and makes recommendations on finalists to Dean and Provost.</p>	Search Committee to Dean to Provost; Dean only if Law School	President and Provost
Full-Time Faculty (Continuing)	Pool of funds decided by President after Board Resolution; Provost (with Deans) administer the distribution of the pool; VPBF reviews overall distribution to assure compliance with pool.	Dean, Provost; President (for Law), VPBF	Dean, Provost or Dean of Law School
Tenured Faculty (1 st contract)	Tenure Process	Dean, Provost (not Provost if Law School), and University Counsel	President (Board action required)
Part-Time, Adjunct Faculty	Dean and Provost reviews all contracts (Dean if Law School)	Dean and Provost *(Dean if Law School)	Dean and Provost
Supplemental, Overloads for Faculty or Academic	Dean and/or Provost reviews all contracts. (Dean if Law School)	Provost *(Dean if Law School)	Dean and Provost

Administrators			
Term Contract Appointment	<p>Position Management Committee (President if Law School) for "request for position"; sign-off by Dean (if applicable) and appropriate division Vice President; Director HR and Vice President of Business and Finance for market data and internal equity considerations; the Vice President of Business and Finance reviews for budget implications; the President's Cabinet approves the new position;</p> <p>Search proceeds according to Search Manual (posting, University Counsel briefing, diversity recruiting procedures, permission to interview, etc. all specified in the manual). The Search Committee screens candidates and makes recommendations on finalists to Dean and Provost.</p>	Dean and Provost; Dean only if Law School	Dean and Provost
New Administrative Hires/ New Administrative Position	<p>Divisional VP for job type; HR for Job Description Review; Position Management Committee (President if Law School) for "request for position"; Director HR and VPBF for market data and internal equity considerations; VPBF for Budget Implications; the President's Cabinet approves the new position;</p> <p>Search proceeds according to Search Manual (Job Posted; University Counsel briefing, diversity recruiting procedures including notification of who is hired and their salary, etc. as specified in the manual).</p>	Divisional VP, VPBF	President
Administrators - (Continuing)	Pool of funds decided by President after Board Resolution; VP's administer the distribution of the pool; VPBF reviews overall distribution to assure compliance with pool.	HR Director	Divisional VP; Dean of Law School

New Hourly Staff Hires/ New Hourly Position	<p>Hiring Supervisor must complete a request which needs VP approval. The position is submitted to the Position Management Committee (President if Law School) for "request for position"; sign-off by the appropriate division Vice President; Director HR and Vice President of Business and Finance for market data and internal equity considerations; the Vice President of Business and Finance reviews for budget implications; the President's Cabinet approves the new position;</p> <p>If position budgeted and approved, recruitment needs evaluated and posting completed through the HR Office. If external search required, HR to place advertisement(s) with appropriate sources. HR and hiring supervisor to determine whom to interview. HR to conduct reference checks on final candidate(s). Current system has pre-determined structure in place for salary.</p>	Divisional VP, HR Director	HR Director
Hourly Staff - (Continuing)	Pool of funds decided by President after Board Resolution; Department Heads administer the distribution of the pool; HR & VPBF review overall distribution to assure compliance with pool.	Chair Approval / Department Head	HR Director
Temporary Hourly Employees	Department Head determines budget implications. Director, HR to determine hourly rate. PMC is notified of temporary hourly requests. HR Director, VP of Business & Finance, and PMC Chair approval required.	Department head and Division Vice President	HR Director
Independent Contractors	Dept. Head consults with University Counsel. PMC is notified of independent contractor requests. , HR Director, VP of Business & Finance, and Chair approval required.	University Counsel	VP, Provost, Dean (Law School)
Students (Hire cards)	Financial Aid has a salary structure for positions.	Student Payroll , Financial Aid Office	Department Heads

NON-PERSONNEL CONTRACTS ****			
Purchase of Real Estate/Real Property	Treasurer consults with President and University Counsel	The review should be conducted by the President, the Treasurer, university counsel, and the Board Chair;	Signature authority is granted to the President or the Treasurer.
Purchase Contract – under \$5,000 and/or less than 1 year	Verbal or written approval of Budget Mgr. to pursue vendor info & quote leading to contract. No pre-approval for Budget Manager.	VPBF if insurance or facilities; University Counsel if indemnification, or on request	Dean or Director of unit
Purchase Contract over \$5,000 and/or longer than 1 year.	Verbal or written approval of VP or Dean to pursue. Written approval of VP or Dean before submission to VPBF	University Counsel	VPBF
Service Contract under \$5,000 and/or less than 1 year.	Verbal or written approval of Budget Mgr. to pursue service provider info & quote leading to contract. No pre-approval for Budget Manager.	VPBF if insurance or facilities; University Counsel if indemnification, or on request	Dean or Director of unit
Service Contract over \$5,000 and/or longer than 1 year.	Verbal or written approval of VP or Dean to pursue. Written approval of VP or Dean before submission to VPBF	University Counsel	VPBF
Program or Affiliation Agreements (eg., , internship placements, articulation agreements, international exchanges, study tours)	Verbal or written approval of Dean or Provost to pursue contract. Consult faculty governance bodies as appropriate.	University Counsel; Provost (for academic); VP (for divisional); VPBF (in insurance or facilities); President (for international exchange agreements)	Dean and either the Provost or the President

Grant Proposals and Agreements	Discussion with Dir. of Corporate/Foundation Relations	Grant Review Committee, Dean, Provost or Law School Dean, and VPBF	President
Development/Donor Agreements	Development officers review w/Dir of Development	University Counsel and Provost or Law School Dean	VPBF and President

Budget Manager - Any person responsible for a departmental budget

* University Counsel will review any contract on request

** Provost will consult with HR Director and/or Payroll Manager to determine whether employee is being issued more than one contract.

***Purchase Orders of \$250 or more must be signed by Budget Manager, and if over \$5,000, must also be co-signed by the VP of Business and Finance.

**** Contract Renewals
(already reviewed, no significant changes in contract or circumstances) can be approved, review and signed by budget mgrs

Approved by President's Cabinet, October 25, 2007.

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