The President has issued these Procedures pursuant to the Board of Governors Contract

Management and Signing Authority Policy 1.49. The Signing Authority Register attached as
Appendix A sets out the approval and signing authorities for various types of contracts.

These Procedures apply to contracts between two or more parties, one of which is the University or any of its units. The contracts may relate to any aspect of University administration, operations, academic undertakings, and research. Contracts may be called agreements, letters of understanding, memoranda of agreement, etc.

Examples of contracts include: purchase agreements, donor agreements, technical/professional service agreements with private industry or government agencies, leases, deeds, legal settlements, liability waivers, indemnification agreements, license agreements, student exchange agreements, student placement agreements, internship or training agreements, articulation agreements, research agreements, international research collaboration agreements, and memoranda of understanding or cooperation with other institutions or governments.

NEGOTIATING AND SIGNING CONTRACTS

Employees who are authorized to enter into contract negotiations with individuals or institutions external to the University, approve contracts on behalf of the University, or sign contracts on behalf of the University, must exercise their authority in a prudent manner. While the degree of care that must be exercised in each instance will vary depending on the type and value of the contract, all employees involved in negotiating or signing contracts must review and comply with the following requirements.

1. NEGOTIATING CONTRACTS

Everyone who undertakes contract negotiations on behalf of the University must:

- review relevant University policies to determine if approvals are required from the Senate, Board of Governors, a committee, or an officer of the University before negotiations can commence
- ensure that they have the requisite authority to enter into contract negotiations
- assess the likely impact of the transaction on other units of the University and ensure that
- appropriate consultation takes place with any units which may be affected by the contract
- ensure that University procedures have been followed for the allocation of funds for the contract
- determine whether there are financial issues that should be reviewed by Financial Services (egs. method of payment, tax consequences, method of acquisition)

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PROCEDURE FOR POLICY 1.49 – Procedures for Negotiating, Approving and Signing University Contracts

PROCEDURE FOR POLICY 1.49 – Procedures for Negotiating, Approving and