

As of July 1, 2021, the University will utilize external legal services for business and legal needs. This correspondence will provide you with an overview of how to access legal services to support business operations.

### **Contracts, Affiliation Agreements, and Patent Work**

Many operational units within the University have a need to enter into contracts or agreements with vendors to provide certain services or support operations. All contracts, service agreements, patent work, and affiliation agreements, regardless of dollar amount, must be reviewed by the Vice President for Finance and Administration for legal services before a contract or agreement is signed or executed.

Below are the steps for the process to determine if the contract or agreement must be sent to another division before Finance and Administration. When the contract or agreement is ready for review by Finance and Administration, please send to [contracts@wne.edu](mailto:contracts@wne.edu).

Please submit the completed Contract or Agreement Review and Approval Form, along with the contract or agreement, a minimum of two weeks prior to the time it is needed. The determination for external legal services will be made by the Vice President for Finance and Administration. Authorized signatories for contracts and agreements valued below the \$100,000 threshold include those on the President's Cabinet: University President, Senior Vice President for Academic Affairs and Provost, Vice President for Finance and Administration, Vice President for Advancement, Vice President for Enrollment Management, Vice President for Marketing and External Affairs, Vice President of Student Affairs, and Chief of Staff and Secretary to the Board of Trustees. All contracts and agreements of \$100,000 or greater require the signature of either the University President or Vice President for Finance and Administration.

All procurement policies and procedures are still required to be followed including the bid and quote requirements, see related policies at <https://www1.wne.edu/procurement/purchasing.cfm>. Please ensure a copy of fully executed contracts and agreements are attached to purchase requisitions or in the absence of a purchase order to the invoice.

### **Employment, Title IX, and Immigration**

If you require legal services in relation to the areas of employment, Title IX or immigration, the first step is to contact the Associate Vice President for Human Resources.

If you receive a subpoena, or other legal document requesting information, please send to Finance and Administration.

Legal needs outside of the Practice Areas Grid (below) should be directed to one of the President's Cabinet members. University employees may not engage or contact outside legal services directly.

The contract process is available on the Finance & Administration website at <https://www1.wne.edu/finance-and-administration/index.cfm>.

### **Contract or Agreement Review and Approval Process Steps**

Step 1 – Requester of agreement or contract reviews and completes Contract or Agreement Review and Approval Form a minimum of two weeks prior to the time it is needed

Step 2 – Requester sends agreement or contract along with completed Contract or Agreement Review and Approval Form to appropriate President’s Cabinet member for review and approval as per process

Step 3 – After review and approval by President’s Cabinet member, forward contract or agreement to either Finance & Administration, Human Resources or Primary Lead (provided on Practice Areas Grid) as per process

Step 4 – Depending on contract or agreement, Finance & Administration or Human Resources will make determination about legal services

Step 5 – After appropriate internal and external reviews, agreement or contract will be sent to the appropriate authorized signatory for execution

Step 6 – Executed contract or agreement will be sent back to requester

**Practice Areas Grid for Contracts and Agreements**

<b>Practice Areas</b>	<b>Primary Lead</b>	<b>Secondary Lead</b>
Construction and Design/Real Estate	Finance and Administration	
Contracts/Agreements/Waivers, Indemnification and Releases	Finance and Administration	
Data and Privacy/Internet	Information Technology	Finance and Administration
Educational Programs and Activities	Provost	Finance and Administration
Employment, Benefits and Labor Relations	Human Resources	
Environment, Health and Safety	Facilities	Finance and Administration
Gifts/Investment/Finance/Tax	Advancement/Finance and Administration	
Industry Collaborations	Finance and Administration	Provost
Intellectual Property/Technology Transfer	Finance and Administration	Provost
International Activities and Transactions	Immigration – Human Resources Non-Immigration – Finance and Administration	
Title IX	Human Resources	
Litigation, Disputes and Resolutions	Human Resources/Finance and Administration	
Research/Sponsored Programs	Finance and Administration	Provost
Research and Academic Misconduct	Provost	
Subpoenas, Third Party Requests and Legal Process	Human Resources	Finance and Administration
Student Life (Groups and Activities)	Finance and Administration	