

CAROLINAS COLLEGE OF HEALTH SCIENCES POLICY AND PROCEDURE

Section I - Administrative

SUBJECT: CONTRACTS AND AGREEMENTS

REVIEWER(S): Dean of *Administrative and Financial Services**
Dean of Student Services and Enrollment Management

Related Policies to Consult:

CHS Publication: [CHS System of Integrity](#)

CHS Policies: [ADM 280.00 Approval Authority Policy Statement](#)

ADM 280.01 Authority to Approve and to Execute Resource Commitments

ADM 280.04 Contracts Requiring Legal Review for Payment

COR 40.00 Corporate Compliance Policy Statement

[MM 300.00 Materials Resource Management Policy Statement](#)

I. POLICY

The College will demonstrate sound ethical, fiscal, and educational practices when entering into contracts or binding agreements. This policy supplements the tenets and procedures outlined in the *identified* CHS administrative procedures.

II. PURPOSE

- A. The College may enter into contracts or other agreements with educational institutions, hospitals and health care institutions, state or federal agencies, or other entities as deemed appropriate by *the president* or board of directors.
- B. Only the president or his/her designee may sign a contract or agreement binding the college. This includes contracts and agreements for goods and services to be provided by or to the college. Unauthorized college staff will not sign any contract, agreement, license, purchase order, memorandum of understanding, lease, or any other potentially binding document on behalf of the college.
- C. Persons wishing to enter into negotiations for contracts or agreements such as those described above must have the cooperation and approval of every department or program which will be directly or indirectly involved in performance of the contract.
- D. Generally, the College provides educational opportunities through three broad categories of agreements: consortial relationships, clinical contracts and contracts for services.
 1. Consortial relationships are defined as agreements entered into by Carolinas College of Health Sciences (CCHS) and a group of institutions or entities that act as one agency for the benefit of all the institutions or entities in the execution of educational or other opportunities.
 2. Clinical contracts are defined as agreements entered into between CCHS and hospitals, health care institutions, and other entities for the sole purpose of providing clinical learning opportunities and experiences in both an instructor-led format and/or a precepted format.
 3. Contracts for services *are* agreements entered into between CCHS and a *vendor* for the purpose of providing *services, resources, or technology needed by students or teammates. An example would be a contract for library services or corporate services.*

- E. No contracts or agreements will be entered into which represent, create, or are influenced by personal relationships, undue influence from an external entity, personal bias, or personal gain.
- F. All contracts and agreements entered into will represent decisions made to benefit the educational process and will demonstrate the highest standards of integrity.
- G. In matters of significant liability, monetary value, or risk exposure, the president will request review and opinion from the CHS legal department or outside counsel, as warranted, and/or approval of the board of directors.
- H. The Contracts and Agreements policy and procedure will be reviewed bi-annually.

III. APPROVAL

Name: _____ Title: President Date: _____