

Contract Review and Maintenance Procedures
Appendix A
Approved by President on June 24, 2020

Type of Agreement	Business Owner	Reviewer	Approver	Signatory	Custodian (copies to be provided to Business Owner and Signatory)	Notes
Academic MOUs with financial implications	Dean, Assoc Dean	Legal	CFO	CAO	Legal	If student or employee data is involved, DPO should also review
Academic MOUs without financial implications, including Articulation Agreements	Dean, Assoc Dean, VP of Academic Operations	Legal	Deputy CAO	CAO	Legal	If student or employee data is involved, DPO should also review
Alumni Discounts	VP IA	Legal	CFO	Chief of Staff	IA	If student or employee data is involved, DPO should also review
CLS MOUs	VP CLS	Legal	CFO	EVP	Legal	If the tuition rate is below the in-state tuition rate, report to USM; If student or employee data is involved, DPO should also review
Community College Alliances	Deputy CAO, AVP of Academic Planning and Partnerships	Legal	CAO	SVP SEM or SVP Mil Ops	Legal	If student or employee data is involved, DPO should also review; If there are financial implications, CFO shall also be an approver
Consulting Services	VP, SVP, Dean	Per Procurement Policy & Checklist	CFO, Nonroutine EC	AVP Procurement	Procurement	If student or employee data is involved, DPO should also review
Data Sharing, including surveys and Overseas agreements where data will be exchanged	VP	Legal, DPO	CFO	CDO or EVP	Legal	
Donations - Art	Art Director	Per Foundation Policies and Procedures	Per Foundation Policies and Procedures	Per Foundation Policies and Procedures	Legal and Per Foundation Policies and Procedures	http://www.usmf.org/files/resources/usm-foundation-policies-and-procedures.docx
Donations - Cash	VP IA	Per Foundation Policies and Procedures	Per Foundation Policies and Procedures	Per Foundation Policies and Procedures	Legal and Per Foundation Policies and Procedures	http://www.usmf.org/files/resources/usm-foundation-policies-and-procedures.docx
Donations - Other	Development office	Legal, Foundation	CFO, Chief of Staff	President of Foundation (USM)	Foundation and Development	http://www.usmf.org/files/resources/usm-foundation-policies-and-procedures.docx
Donations - Property	VP IA	Per Foundation Policies and Procedures, Legal	Per Foundation Policies and Procedures	Per Foundation Policies and Procedures	Legal and Per Foundation Policies and Procedures	http://www.usmf.org/files/resources/usm-foundation-policies-and-procedures.docx
Easements	Facilities Mgmt	Legal	CFO, OAG	President	Legal	
Employment	VP HR	Legal reviews forms and templates and any changes to forms/templates	VP HR	VP HR (per Human Resources policies)	Human Resources	Legal may review when requested by HR
External Investigators/Hearing Officers	HR / Ombudsman	Legal	CFO	President	Legal	If student or employee data is involved, DPO should also review
Faculty - Adjunct	Dean (per Faculty policies)	Legal reviews forms and templates and any changes to forms/templates	VP HR	Deans or VP HR (per Faculty policies)	Human Resources	Legal may review when requested by HR or Academics
Faculty - Collegiate	CAO or designee (per Faculty policies)	Legal reviews forms and templates and any changes to forms/templates	VP HR	CAO (per Faculty policies)	Human Resources	Legal may review when requested by HR or Academics
Foundation Funded Contracts	VP IA	Procurement	CFO	Chief of Staff or EVP	Procurement	
Grants & Contracts	Dean, Assoc Dean	Legal	Deputy CAO, CFO	CAO	Finance	Copy to Legal; If student or employee data is involved, DPO should also review
Institutional Aid /Discounts	Scholarship Strategy (committee)	Student Accounts	Budget Office	n/a	Student Accounts, Budget Office	If the tuition rate is below the in-state tuition rate, report to USM
International Programs	SVP Mil Ops	Legal	CAO, CFO, SVP Mil Ops	CAO	Legal	If student or employee data is involved, DPO should also review
IP Contracts (Copyright, Trademark, Trade Secret, Patent)	VP, SVP, Dean	Legal	CFO	SVP	Legal	If student or employee data is involved, DPO should also review
Leases and Lease Amendments, including Overseas leases and amendments	Facilities Mgmt, GMO, SEM	Legal, Finance	CFO	President	Procurement	Capital Leases and leases, licenses, subleases and lease assignments where the rent exceeds \$1 million per year, rent exceeds \$10 million over the term and any extensions included in the original lease or the term of the lease is longer than 10 years must be approved by the Board of Regents

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Licenses, including Overseas licenses	Facilities Mgmt, GMO, SEM	Legal, Finance	CFO	CFO, SVP Mil Ops or SVP SEM	Procurement	Capital Leases and leases, licenses, subleases and lease assignments where the rent exceeds \$1 million per year, rent exceeds \$10 million over the term and any extensions included in the original lease or the term of the lease is longer than 10 years must be approved by the Board of Regents; Legal does not need to review licenses for equipment, such as copiers and printers, but Finance needs to review those types of licenses for compliance with accounting standards
Military Installation MOUs	VP Stateside	Legal, Deputy CAO	CFO	SVP Mil Ops	Legal	If student or employee data is involved, DPO should also review
National Testing Center MOUs	VP Stateside, Europe or Asia	Legal	SVP Mil Ops	SVP Mil Ops	Legal	If student or employee data is involved, DPO should also review
Non-disclosure Agreements (non Procurements with financial implications for underlying contract)	SVP	Legal (use template when possible)	CFO	SVP	Legal	If student or employee data is involved, DPO should also review
Non-disclosure Agreements (non Procurements without financial implications for underlying contract)	SVP	Legal (use template when possible)	SVP	SVP	Legal	Notice to CFO; If student or employee data is involved, DPO should also review
Non-disclosure Agreements (Procurements)	Dean, Assoc Dean, Dept Chair, Asst VP, Assoc VP, VP, SVP	Procurement (use template when possible)	Procurement	SVP	Procurement	If student or employee data is involved, DPO should also review
OER Licenses	Dean, Assoc Dean	Legal (use template when possible)	Deputy CAO	CAO	Course Development	
Other (Agreements that do not fit other categories or fit more than 1 category)	VP	Legal	SVP	SVP	Legal	If there are financial implications, CFO shall also be an approver
Overseas Military Contracts with DOD and Amendments	VP Europe or Asia	Legal	CFO, SVP Mil Ops	VP Europe or Asia	Legal	If student or employee data is involved, DPO should also review
Procurement Contracts	Dean, Assoc Dean, Dept Chair, Assoc VP, Asst VP, VP, SVP	Procurement	Per Procurement Guidelines & PO Approval Workflow	AVP Procurement	Procurement	If student or employee data is involved, DPO should also review
Production Location Releases	VP Marketing	Legal (use template when possible)	SVP SEM	SVP SEM	Legal	
Regional Centers	VP Enrollment Management	Legal	CEMO, CFO	SVP SEM	Legal	If student or employee data is involved, DPO should also review
Releases for Employees (Participation)	VP HR	Legal	VP HR	Employee	Human Resources	
Releases for Employees (Separation)	VP HR	Legal	VP HR	Chief of Staff or EVP	Legal	
Releases for Student (Participation)	Dean	Legal	Dean	Student	Dean	
Scholarships (External)	Foundation, Development Office	Legal, Foundation, Financial Aid	Legal, CFO, Financial Aid	Chief of Staff, Foundation	Foundation, Financial Aid	If student or employee data is involved, DPO should also review
Software Licenses	Dean, Assoc Dean, Dept Chair, Assoc VP, Asst VP, VP, SVP	Procurement, Information Technology Risk & Compliance, Director of Budget & Financial Reporting, CDO	Procurement, PO workflow	AVP Procurement	Procurement	If student or employee data is involved, DPO should also review
Software Licenses Overseas	VP Europe or Asia	AccelerEd, Information Technology Risk & Compliance	VP Europe or Asia	VP Europe or Asia	VP Europe or Asia	If student or employee data is involved, DPO should also review
Sponsorship Agreements, including Overseas sponsorships	VP	Procurement or Legal (as determined by CFO)	CFO	SVP	Procurement	
Student Placements (Externships, Internships, Student Teaching, Practicums)	VP Europe, Asia or Stateside, Deans, Career Services, Internship & Clinical Placement Coordinator	Legal	Deputy CAO, CAO	Student, Site signs, CAO (for agreements that UMGC signs)	Legal	Copy to Dept Chair or Career Services
Testing Centers Vendor Contracts	VP Europe, Asia or Stateside	Legal	CFO, SVP Mil Ops	SVP Mil Ops	Legal	If student or employee data is involved, DPO should also review

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Venture Agreements and Agreements with Other Related Entities	CFO	Legal	CFO	President or EVP	Legal	Copy to Procurement and CFO
Veterans-Related Contracts	VP Stateside	Legal	SVP Mil Ops	SVP Mil Ops	Legal	If there are financial implications, CFO shall also be an approver; If there are implications for Europe or Asia, VP Europe and Asia will also be reviewers