

ELIZABETH CITY STATE UNIVERSITY
Regulations on the Review and Execution of University Contracts and Documents

The following regulations are hereby adopted regarding the review and execution of university contracts and documents. These regulations do not apply to contracts and documents that are otherwise governed by the State Division of Purchase and Contract.

1. EHRA Employment

- a. All employment contracts generated for employees who are exempt from the State Human Resources Act (EHRA) shall be submitted to the Chancellor for execution after review by the Chief Human Resources Officer and under the recommendation of the hiring manager/administrator, if applicable.
- b. All employment contracts for EHRA personnel shall be executed on behalf of the university by the Chancellor.

2. Capital Improvement Contracts/New Construction Contracts/Change Orders

- a. All new construction contracts, capital improvement contracts and change orders over \$100,000.00 generated in accordance with the State construction process shall be submitted to the Chancellor for execution under the recommendation of the Director for Design and Construction.
- b. All new construction contracts, capital improvement contracts and change orders over \$100,000.00 shall be executed on behalf of the university by the Chancellor.
- c. Change orders involving capital improvements or repairs and renovations under \$100,000.00 shall be executed on behalf of the university by the Director of Design and Construction with advance notice to the Chancellor.

3. Memorandums of Understanding/Articulation Agreements/Partnership Agreements

- a. Proposed memorandums of understanding (MOU), articulation agreements and partnership agreements shall be submitted to the Chancellor for consideration and approval under the recommendation of the Division Head or Vice Chancellor seeking to enter into the MOU, articulation agreement or partnership agreement.
- b. Memorandums of understanding, articulation agreements and partnership agreements shall be executed on behalf of the university by the Chancellor.

4. Independent Contractors with Fees Over \$25,000

- a. Contracts generated for independent contractors for compensation in excess of \$25,000 shall be submitted to the Chancellor for execution under the

recommendation of the Division Head or Vice Chancellor seeking the professional services.

- b. All contracts for independent contractors for compensation in excess of \$25,000 shall be executed on behalf of the university by the Chancellor.

5. Independent Contractors with Fees of \$25,000 or Less

- a. ECSU's form contracts for \$25,000 or less are to be completed and used, without modification, to engage independent contractors for professional services who will be paid \$25,000 or less.
- b. Form contracts for independent contractors services for \$25,000 or less shall be executed on behalf of the university by the Division Head or Vice Chancellor seeking the professional services.

6. Entertainment

- a. All entertainment contracts generated for headline performers and other performers, with compensation above the \$25,000 level, shall be submitted to the Chancellor for execution under the recommendation of the Division Head or Vice Chancellor sponsoring the event.
- b. All entertainment contracts for performers with compensation above \$25,000 shall be executed on behalf of the university by the Chancellor.
- c. Entertainment contracts generated for performers with compensation in the amount of \$25,000 or less shall be generated using ECSU's form contract titled *Entertainment Agreement* for \$25,000 or less and shall be executed on behalf of the university by the Division Head or Vice Chancellor sponsoring the event.

7. Facilities Use

- a. ECSU's form contract titled *Facilities Use License Agreement* (attached as Form 2) is to be completed and used, without modification, to formalize the terms and conditions for the use of ECSU facilities.
- b. In addition to completion of the Facilities Use License Agreement, all reservation requests to use ECSU facilities shall be submitted through the Ad Astra Scheduling link (<https://www.aaiscloud.com/ElizabethCityStateU/Default.aspx>) on ECSU's website.
- c. Facility reservations are handled through the Office of Venue Reservations located in the K.E. White Graduate Center, office phone (252) 335-3317 or (252) 335-3478. Additional information can be found on the ECSU Venue Reservations webpage at <https://www.ecsu.edu/central-reservation-office/>.

8. Sponsored Programs

- a. Contracts for personal services and sub-contracts that are generated in connection with grants shall be submitted to the Chancellor for execution under the recommendation of the Director of Sponsored Programs and Grants. The recommendation shall affirm that the proposed contract complies with all terms and conditions of the relevant grant, includes any applicable flow down requirements and poses no conflict of interest.
- b. Contracts for personal services and sub-contracts in connection with grants shall be executed on behalf of the university by the Chancellor.

9. Other Contracts/Documents

Other proposed contracts and documents involving matters not specifically covered in the sections above must be submitted to the Chancellor for consideration and approved. If approved, such contracts and/or documents shall be executed on behalf of the university by the Chancellor or designee.

10. Legal Review

All contracts requiring signature on ECSU's behalf shall undergo legal review prior to execution.