

Contracts and Other Legal Documents

Policy Statement

The President of the University is the only authority who may bind the institution through the execution of contracts and other legal documents. S/he may delegate that authority to the other executive officers of the institution within expressed limitations related to their areas of responsibility.

Binding the institution carries legal responsibility and can result in serious legal ramifications.

Marywood University is required to maintain written standards of conduct governing the performances of its employees engaged in the award and administration of federal contracts. In light of this, no employee, officer, or agent of the University shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the University shall not solicit or accept gratuities, favors, or anything of substantial monetary value from contractors or parties to subagreements. Unsolicited items of nominal value must be approved by the appropriate vice president.

Violation of these standards of conduct will result in disciplinary action up to and including termination of employment.

Procedures

Employees are advised to contact the cognizant executive officer when an occasion arises to sign a contract or other legal document.

Related Policies

Bylaws of the University
Delegation to the President

History of the Policy

06/29/06 – Revision approved by the President of the University