

	Contract Management Policy		Policy Number	CM-00
			Effective Date	28-May-2014
	Subject Contract Management		Most Recent Review Date	01-May-2014
	Responsible Office: Vice Chancellor		Due Date for Next Review	01-Sep-2016
			Pages of these Procedures	1 of 1

Contract Management

Overview

Establishes the policy and related procedures for the periodic review of all types of University contracts and assess their performance in meeting the University's mission and goals.

Scope

Applies to the all departments and contracts/agreements, except the following:

1. Procurement of goods and services unless a contract or agreement is executed along with the purchase.
2. Contracts for leasing accommodation for employees who are eligible for University provided housing.
3. Standard student housing regulations and arrangements.
4. Standard arrangements for the short-term use of university facilities for meetings, conferences/symposia, events and exhibitions.
5. Employment contracts.

Objective

To have consistent management practices for the periodic review and management of all types of contracts, which include but are not limited to purchase, service, or construction/maintenance contracts and agreements, purchase orders, memoranda of understanding, research contracts and subcontracts, other binding agreements such as patent licensing and transfer of technology, non-disclosure agreements, cooperation agreements on academic, research, or student exchange with national and international entities, field or internship placement agreements...etc. Such review is a critical component of the development of relationship between the UAEU and external parties.

Policy

1. It is the responsibility of the originator of the contract or agreement or the department/person responsible for administering the agreement to review the contract or agreement at least annually to ensure that:
 - a) The contract is still valid and appropriate for the UAEU and its mission;
 - b) The University manages these contracts and agreements in a manner that facilitates university business, making sure that the project, purchase, or service covered is executed in an effective, efficient, and timely manner that minimizes risk;
 - c) University staff understand the University's responsibilities under the contract;
 - d) Obligations under the contract or agreement are performed; and
 - e) The University receives the benefit of the contract
2. The review should be documented and the review documentation should be retained with the contract or agreement and shared with authorized officers.
3. Additionally, in cases where the contract or agreement has financial terms such as it automatically renews without limit on the number of renewals, the originator or administrator must conduct a financial review and as pertinent legal review to determine whether an updated agreement should be completed.