Contracts Process

Purpose: The purpose of this workflow is to outline the requirements and responsibilities for requesting and processing an Expedited Contract using a standard template. Note: Refer to list of approved standard templates on page 3 of this document.

Notes:
- * Denotes stages that are mandatory for all types of contracts
- PLAs Only: Sent to Program Coordinators for signatures
Contracts Process

Notes:
¹ If Compliance or Legal review is required after external review, Contracts will route for approval.
² NDAs only can be signed by the CEO. All other contracts must be signed by the Dean.
Approved Standard Templates:
- AAMC Affiliation Agreement
- Master Affiliation Agreement
- Program Letter of Agreement
- Reverse Master Affiliation Agreement
- One-Time Letter of Authorization
- CBE Agreement
- Professional Services Agreement
- Hospitalist Agreement
- Non-Disclosure Agreement
- Settlement Agreement