MEMORANDUM

TO: Deans, Chairs and Directors
FROM: Steven Moser
Provost and Senior Vice President for Academic Affairs
RE: REVISED: **Format and Procedure for Agreements Requiring Provost Approval
DATE: August 11, 2016

The Provost is authorized to sign academic, financial, and other agreements with parties outside of the University. Agreements received by or prepared by departments are approved by the deans and reviewed by the Office of the General Counsel before transmittal to the Office of the Provost for signature. To facilitate preparation and approval of agreements with outside parties, please adhere the following requirements for agreements requiring the Provost’s signature.

- The CONTRACT/CONSORTIA AGREEMENT Review Form provided on the Provost web page should be used with every agreement provided for signature. This form indicates the approval of the chair and/or dean, and also specifies if the agreement is prepared by USM or by the outside agency.

- Agreements that are generated by USM academic departments, and other departments that report to the Provost, should be produced using 12 point Times New Roman font with one inch margins on all sides. These are standard requirements for agreement documents.

- **USM generated agreements should contain a signature line only for the Provost. Deans and chairs will indicate their approval and review of the agreement on the cover form, not on the agreement itself.

- USM generated documents should be provided to the Office of the General Counsel for legal review. The date of the review and approval should be recorded in the footer (see below).

- USM generated documents should have a header on the first page to include The University of Southern Mississippi and the name of the college or unit, centered at the top of the page.

- USM generated documents should have a footer section with the name of the college on the left margin, page number in the center, and the date of the legal review on the right margin all in italics, for example:

  College of Health -page Agreement Approved by General Counsel: June 1, 2015

- ALL agreements prepared by outside parties will require review by the Office of the General Counsel.

- When possible, agreements should be executed for multiple years (typically three) to reduce the requirements for annual approvals and should include a termination clause.

cc: Office of the General Counsel