

SOM- Department of Obstetrics and Gynecology	TITLE: Faculty Contract Signing / Other Misc. Contracts	Policy: LR006
Department Guideline	Date: August 23, 2005	Rev. 0
Approvals:		
Chairman/Date	Dept. Manager/Date	

I. Faculty Employment Contracts

Purpose: The section of this policy is applicable to the faculty members who receive PPG benefits and who are over .50 FTE.

Each year faculty members receive annual packages which must be reviewed.

- a. Employment Contracts are distributed to the Department Manager who will verify salary and title information for accuracy.
- b. Once the review has been completed the packages are distributed to each faculty member who is responsible for reviewing the current information and agrees/disagrees to renew their current state teaching contract.
- c. Attachments may be attached to the package which reflects if the faculty member resigns or terminates during their term that certain regulations or requirements are to be met.
- d. Once signed or approved three copies of the faculty contract is returned to the Department Manager who files a copy of the contract in the Faculty Folders and returns all others to the SOM-Budget and Operations Section for processing.

II. State or Maintenance Contracts

- a. Medical College of Georgia employees under no condition may sign or approve any binding or legal contracts.
- b. The approval of contracts may only be performed by the Medical College of Georgia President.
- c. If the item is a PPG contract the contract is valid only if approved and signed by the PPG President/CEO.