

Education Program Series—4000

CONTRACT CLASSES

**Service Provider:**

1. Contacts appropriate **Chemeketa Community College administrator** to request services, or vice versa.

**Dean or Director:**

1. Discusses proposal with **service provider** representative and affected employees to determine if proposal meets college standards.
2. If proposal is not approved by the college, communicates decision to service provider.
3. If proposal is approved by the college, negotiates contractual terms within college policy/procedures.<sup>1</sup>
4. Reviews terms with **Human Resources** and/or **Business Services**. Other departments may need to be consulted depending upon the type of contract or service requested.
5. Completes educational service request form or initiates college approved contract format.

**Executive Dean or Executive Director:**

1. Approves and forwards contract to **Business Services**.

**Dean or Directors:**

1. Notifies impacted department as appropriate.
2. Communicates decision to **service provider**.

October 14, 1991  
*Adopted College Council*

October 30, 2015; May 22, 2020  
*Revised by College Executive Administration*

June 7, 2006  
*Revised*

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<sup>1</sup> See Policy and Procedure #6230.