

AP 4080 - 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.
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 by College Council

June 7, 2026; October 30, 2015; May 22, 2020; April 10, 2026

Revised by College Administration