



**Claremont
Graduate
University**

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Owner **Mary Ann
Rodriguez: Vice
President And
Chief Financial
Officer**

Policy Area **Finance and
Administration**

Independent Consultant Agreement (ICA) Policy and Procedure

The attached Consultant Agreement template is designed to provide reasonable protection to CGU, its employees, and to the parties with whom it enters into independent consultant relationships. Effective immediately, the content within it is now the minimum required legal language for entering an agreement for independent contractor services by CGU personnel. The document contains basic legal definitions and protections especially regarding terms & conditions, indemnification, and intellectual property. Designed as a template and intended as a self-help tool, it is incumbent on CGU personnel to enter information specific to the proposed consultant relationship and scope of service.

The Agreement template is designed with flexibility in mind and can be applied to most consulting relationships entered into by CGU. In the event, that you or the party with whom you are negotiating the consultant relationship has questions pertaining to the template, please contact Finance and Administration.

Current CGU Employees may not enter into a Independent Consultant Agreement.

Only the CGU Executive Cabinet or authorized designee may execute a binding consultant agreement. Payment for services on consulting agreements entered into by unauthorized personnel will not be approved for payment or reimbursement by the University. In addition, the responsible individual may be subject to legal risk and be obligated to pay unapproved expenses.

Special instructions for sponsored projects :

For contracts on sponsored accounts, please contact the [Office of Research and Sponsored Programs](#)

When you try opening the attached PDF, this message may appear stating that: "This PDF document contains forms. The filling of form fields is not supported." If that message appeared then click on the button to the right 'Open with a different viewer' to open using a supported Adobe version (eg.: XI Pro).

Attachments

[Consultant Agreement_05092023.pdf](#)

Approval Signatures

Step Description	Approver	Date
Final Approval by CGU President	Len Jessup: President [EW]	02/2023
Cabinet Member Approval	mary ann rodriguez: Vice President And Chief Financial Officer	01/2023
Policy Owner Approval	mary ann rodriguez: Vice President And Chief Financial Officer	01/2023

