

A New, More Efficient Contract Review Process

As an office providing a service to the Lehigh community, we are always striving to improve our processes. Since the General Counsel's Office was established at Lehigh in 2001, the number of contracts that we receive for legal review has increased steadily each year. This means that departments are using our services, but it also means that we need to find more efficient ways to manage the volume of work.

In that regard, we are taking two significant steps to improve our contract review process. First, we have created an email inbox (incontrx@lehigh.edu) that is dedicated entirely to receiving your requests for contract review and that will be monitored throughout the day by our secretary, **Margaret Metz**. This will ensure that all contracts are logged in a timely manner, and if we receive a volume in any given week that we are unable to handle, we can forward certain contracts to outside counsel to ensure a more timely response back to you. As a second step to improve our service, we will be hiring a paralegal, who will be a much needed addition to our office and who will be instrumental in the contract review process.

In order to use the incontrx@lehigh.edu mailbox, you can address your email to a particular attorney or generally to the office. Once Margaret receives the email, she will acknowledge receipt of the contract and she will ask for your required response date, if that hasn't been provided in your original email. In addition, she will send you a checklist to be certain that the contract has received all required approvals before it is reviewed by our office. For example, if you are purchasing good or services, she will ask that you first send the contract to the Purchasing Office for review. This will allow our review process to be as efficient as possible.

We anticipate that these efforts will improve the services that we provide. If you have any questions or suggestions, please do not hesitate to contact our office at 8-3572.