Procedures for Consortia Agreements

EFFECTIVE IMMEDIATELY (November 16, 2016):

ALL Consortia agreements, renewals (with or without revisions) and any new agreements, must be reviewed by Truett Roberts in the Office of the General Counsel, prior to approval and review by the Office of the Provost.

Note: A brief cover memo should accompany these with a brief description of the agreement and the agency/agencies involved. Please see the sample provided.

Effective January 21, 2016: Changes to Approval Process for Consortia and Educational Pathway Agreements

The approval process has been revised to include Educational Pathway agreements.

Definitions:

Educational Pathway Consortia Agreements and Partnerships agreements include two-plus-two arrangements, dual admissions, joint and dual degree arrangements, degree completion arrangements, articulation arrangements, credit for work experience arrangements, diploma and certificate credits being converted into degree credits.

All other Consortia Agreements and Partnerships include internship, practicum, or field experience arrangements; research, creative, or economic partnerships; study abroad experiences not classified as “educational pathways” (see definition above).

These instructions include information for the following actions:

1. APPROVAL OF NEW non-educational pathway agreements (current process)
2. RENEWALS of EXISTING non-educational pathway agreements (current process)
3. **APPROVAL for ALL Educational Pathway agreements (NEW and EXISTING agreement renewals)
   **Note: This is a NEW process
4. **RENEWAL of Educational Pathway agreements
5. TERMINATION of any type of Consortia Agreements

1. RENEWALS AND APPROVAL OF NEW non-educational pathway contracts and consortia agreements/partnerships (these include internship, practicum, or field experience arrangements; research, creative, or economic partnerships; study abroad experiences not classified as “educational pathways”):
   a. Proposals to RENEW or initiate NEW non-educational pathway consortia agreements/partnerships are submitted to the Office of the Provost and include the following documents in the application packet:
      i. Agreement Review Cover Memo with summary of justification and agreement
      ii. Agreement document
iii. Office of the Provost CONTRACT/CONSORTIA AGREEMENT FORM to include the signatures of the Director, Dean, and General Counsel (after review and approval). (ALL agreements, existing or new, must be reviewed and approved by The Office of General Counsel, PRIOR to the submitting to the Office of the Provost)

b. After the final signature (Provost), all forms/documents will be returned to the Dean for distribution to appropriate department. These forms and contracts will not be kept in the Office of the Provost.

**SACSCOC Requirements for Educational Pathway Agreements**

Entering into an agreement with an institution involving a dual or joint academic award is a substantive change that requires an institution to submit a letter of notification six months prior to implementation of the agreement and a final signed copy of the agreement. Formal, written acceptance of that notification and agreement by SACSCOC is required before implementation of the provisions of the agreement.

Educational pathways must be reviewed and approved by Academic or Graduate Council to ensure quality and integrity and compliance with SACSCOC policy.

Departments and programs preparing proposals for agreements involving Joint and Dual Degree Arrangements should first review the SACSCOC policy *Agreements Involving Joint and Dual Academic Awards* and the University’s *Substantive Change Policy*.

2. APPROVAL procedures to initiate and Educational Pathway contracts and consortia agreements/partnerships has changed:
   a. **Proposals to initiate an educational pathway agreement/partnership with an outside institution are to follow the Academic and Graduate Councils approval process (Academic and Graduate Council Guidelines for Proposals).**
   b. The proposal presented to Council includes:
      i. Cover Memo
      ii. Agreement
      iii. Office of the Provost CONTRACT/CONSORTIA AGREEMENT FORM to include the Renewal Date and signatures of the Director, Dean, and General Counsel (for all Educational Pathway proposals)
   c. The proposal will be presented to the Provost upon Academic or Graduate Council approval.
   d. After the final signature (Provost), all forms/documents will be returned to the Dean for distribution to appropriate department. A copy of this signature approval form will be maintained in the Office of the Provost.

3. Instructions for RENEWING EDUCATIONAL PATHWAY contracts and consortia agreements/partnerships:

   **Educational pathways must be periodically reviewed by Academic or Graduate Council to ensure quality and integrity and compliance with SACSCOC policy. To ensure periodic evaluation of the agreement against the mission of the institution, the Provost’s designee will determine if additional council review is necessary at the time of renewal.**
Departments preparing proposals for agreements involving Joint and Dual Degree Arrangements should first review the SACSCOC policy Agreements Involving Joint and Dual Academic Awards and the University’s Substantive Change Policy.

a. Proposals to renew an educational pathway agreement/partnership with an outside institution are submitted to the Office of the Provost and includes:
   i. Cover Memo
   ii. Agreement
   iii. Minutes or other types of documentation that could identify the institutions met periodically to review stated responsibilities and outcomes
   iv. Office of the Provost CONTRACT/CONSORTIA AGREEMENT FORM to include the Renewal Date and signatures of the Director, Dean, and General Counsel

b. If applicable, the Provost’s designee will send to Academic or Graduate Council for review and approval.

c. The proposal will be presented to the Provost upon Academic or Graduate Council approval.

d. After the final signature (Provost), all forms/documents will be returned to the Dean for distribution to appropriate department. A copy of this signature approval form will be maintained in the Office of the Provost.

4. Instructions for TERMINATING contracts and consortia agreements/partnerships:

a. Executed agreements must be maintained by the department for 3 years after the expiration of the contract.
   i. Proposals to terminate educational pathway contracts and consortia agreements/partnerships require SACSCOC notification and a teach-out plan. Contact the Office of Institutional Effectiveness for information regarding educational pathway agreement termination.