



ACADEMIC AGREEMENTS, MOUS, CONTRACTS... OH MY!

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APSU Policy 2:065

Academic Approval and Signatory Authority for Academic Agreements

Overview

What are Academic Agreements?

- Any memorandum of understanding, memorandum of agreement, contract, letter of intent, or other written document that establishes a partnership, collaborative or cooperative academic agreement, or research activity unrelated to approved sponsored research

APSU Policy 2:065

Academic Approval and Signatory Authority for Academic Agreements

Types of Agreements include the following:

- study abroad
- faculty/staff or student exchange
- articulation agreements
- clinical affiliation/internship agreements
- collaborative or cooperative agreements
- reverse transfer agreements
- dual enrollment agreements
- international practicum or research agreements
- other similar types of agreements

APSU Policy 2:065

Academic Approval and Signatory Authority for Academic Agreements

Purpose:

Establish the criteria and process for inter-institutional relationships and academic agreements

Requirements:

1. Provide sufficient time to review and process the agreement
2. Ensure that the agreement supports the university mission and goals
3. Obtain approval from the appropriate academic office(s)
4. Obtain approval from the designated APSU signature authority; and meet SACSCOC Principles of Accreditation and policies

Academic Agreement Responsibilities By Type

Academic Agreement Responsibilities by Type

Please refer to [APSU Policy 2:065 Academic Approval and Signatory Authority for Academic Agreements](#) for details regarding expectations and approvals.

Type	Initiating Dept. (cultivator of relationship/daily oversight of agreement)	Lead Author of Agreement	Type of Routing	Highest Level of Approval
Research Abroad	Academic Department	Associate Provost for Research	See Policy 2:065 section "Academic Agreements Requiring Provost/VPAA Approval"	Provost/SVPAA
Study Abroad/ Exchange	Study Abroad and International Exchange	Study Abroad and International Exchange	See Policy 2:065 section "Academic Agreements Requiring Provost/VPAA Approval"	Provost/SVPAA
Dual Enrollment agreements/ MOUs	Dual Enrollment	Dual Enrollment	See Policy 2:065 section "Academic Agreements Requiring Provost/VPAA Approval"	Provost/SVPAA
2 + 2 Articulation Agreements with Community Colleges	<i>Depends</i>	Vice Provost for Enrollment and Student Achievement	See Policy 2:065 section "Academic Agreements Requiring Provost/VPAA Approval"	Provost/SVPAA
Transfer Agreements with Universities in which APSU accepts transfers for specific program (like Fisk Univ)	Academic Department	College Dean	See Policy 2:065 section "Academic Agreements Requiring Provost/VPAA Approval"	Provost/SVPAA
3 + 1 or 3 +3 Agreements where APSU students complete APSU Degree in Absentia after one year at another institution	Academic Department	College Dean	See Policy 2:065 section "Academic Agreements Requiring Provost/VPAA Approval"	Provost/SVPAA
Collaborative/Cooperative Agreements (APSU partners with another institution to offer coursework – such as TN eCampus or MSW)	Academic Department	Academic Department	See Policy 2:065 section "Academic Agreements Requiring Provost/VPAA Approval"	President
Joint Degrees*	Academic Department	Senior Vice Provost and AVPAA	See Policy 2:065 section "Academic Agreements Requiring Provost/VPAA Approval"	Provost/SVPAA

Academic Agreement Responsibilities By Type (cont'd)

Type	Initiating Dept. (cultivator of relationship/daily oversight of agreement)	Lead Author of Agreement	Type of Routing	Highest Level of Approval
Dual Degrees **	Academic Department	Senior Vice Provost and AVPAA	See Policy 2:065 section "Academic Agreements Requiring Provost/VPAA Approval"	Provost/SVPAA
Outsourcing of Instruction to another entity/company	Academic Department	Academic Department	See Policy 2:065 section "Academic Agreements Requiring Provost/VPAA Approval"	President
Clinical Affiliation	Academic Department	Academic Department	See Policy 2:065 section "Affiliation, Clinical, Internship, and Practicum Agreements"	College Dean
Internship, Practicum and Teacher Ed Placement Agreements	Academic Department	Academic Department	See Policy 2:065 section "Affiliation, Clinical, Internship, and Practicum Agreements"	College Dean

*Joint Degree – "a single program completion credential bearing the names, seals, and signatures of each of the two or more institutions awarding the degree to the student" (per SACSCOC)

**Dual Degree – "separate program completion credentials each of which bears only the name, seal, and signature of the institution awarding the degree to the student" (per SACSCOC)

Note that APSU Policy 2:065 specifies some types of agreements that are governed by other policies or procedures, as stated below:

The following agreements are governed by other policies or procedures and are thus exempt from this policy:

- Grants and contracts subject to the Office of Sponsored Research (See [Policy 2:056 Grant Proposal, Application Preparation, and Award Policy](#))
- Procurement or purchase contracts for goods and services from outside vendors if the contract does not involve credit-bearing instruction, outsourcing of instruction, etc.
- Equipment, art or other property loan or transfer agreements
- Dual services agreements, outside employment for faculty, and other personnel contracts and agreements. (See [Policy 5:011 General Personnel Policy](#) and [Policy 5:014 Outside Employment and Extra Compensation](#))

Please also refer to [Policy 4:002 Delegation of Authority for Approval and Execution of Contracts and Agreements](#) regarding the authority to support the delegation of approval.

Getting Started - Provost Checklist

Step 1. Prior to initiating an agreement/contract, refer to the following policies for requirements of academic agreements (important information to include in the agreement) and the review and approval process:

- [APSU Policy 2:065 Academic Approval and Signatory Authority for Academic Agreements](#)
- [APSU Policy 4:002 Delegation of Authority for Approval and Execution of Contracts and Agreements](#)

If the Highest Level of Approval (per the chart above) is the Provost/SVPAA or the President, follow these steps:

Step 2. The initiating department (cultivator of relationship/daily oversight of agreement) must notify the college dean or direct supervisor, immediately. If the dean or direct supervisor supports the development of a draft agreement, the initiating department should draft the agreement in consultation with the appropriate college dean or direct supervisor. After the agreement has been drafted, the initiating department will collect feedback in the steps below and revise the agreement with the lead author.

Step 3. The Senior Vice Provost and Associate Vice President of Academic Affairs (SVPVPAA) or Academic Affairs Project Specialist will review the draft agreement and provide feedback.

Step 4. After the revisions from SVPVPAA or Academic Affairs Project Specialist have been approved, the initiating department will provide a Word version of the draft agreement to the appropriate offices (such as Finance and Legal Affairs). If the agreement includes a financial obligation, the Vice President for Finance and Administration must review and approve the financial portion of the agreement between APSU and the other party(ies) involved.

Step 5. Once the agreement is ready for approval, the Academic Affairs Project Specialist and/or dean of the college affected by the agreement will send the agreement, including all supporting documentation through the academic approval process, and will complete the pre-approval form (Finance & Administration, Legal Affairs, Associate Provost for Research, Executive Director of Extended and International Education, Senior Vice Provost/AVPAA,, etc.).

Step 6. After all of the appropriate individuals have reviewed the agreement and signed pre-approval form, the Academic Affairs Project Specialist and/or dean of the college will send the agreement/contract and supporting documentation (including pre-approval form) to Procurement and Contract Services (PACS) via Govs E-shop to be routed for final approvals with all supporting documents attached to the requisition.

Step 7. PACS will review and obtain signatures of all appropriate individuals, including the Provost/SVPAA (if applicable) and the President (if applicable), via DocuSign. If DocuSign is not an option for the vendor/affiliate, signatures can be obtained by other means (scanned, wet etc.).

Provost Pre-Approval Form

Academic Agreement Requiring Provost Approval Pre-Approval Form

The following academic agreement and/or contract (insert name of agreement)
_____ is ready for approval, the appropriate approving
authorities listed below have reviewed and approve the agreement including all supporting
documentation (letter of support, etc.) The Contract Point of Contact will submit the final contract, via
DocuSign to Procurement and Contract Services (PACS) via Govs E-shop to be routed for final approvals.

Signatures:

_____	_____
Academic Agreement/Contract Point of Contact	Date
_____	_____
SVPAVPAA or Academic Affairs Project Specialist	Date
_____	_____
Associate Provost of Research and Dean, College of Graduate Studies (if applicable)	Date
_____	_____
Vice President for Finance and Administration (if applicable)	Date
_____	_____
Executive Director of Extended and International Education (if applicable)	Date
_____	_____
Legal Affairs	Date
_____	_____
Direct Supervisor and/or College Dean	Date
_____	_____
Senior Vice Provost and Associate Vice President for Academic Affairs (if applicable)	Date

Getting Started: College Deans

If the Highest Level of Approval (per the chart above) is the **College Dean**, follow these steps:

Step 1. Prior to initiating an agreement/contract, refer to the following policies for requirements of academic agreements (important information to include in the agreement) and the review and approval process:

- [APSU Policy 2:065 Academic Approval and Signatory Authority for Academic Agreements](#)
- [APSU Policy 4:002 Delegation of Authority for Approval and Execution of Contracts and Agreements](#)

Step 2. The initiating department (cultivator of relationship/daily oversight of agreement) must notify the college dean immediately. The initiating department should draft the agreement in consultation with the appropriate college dean.

Step 3. After the agreement has been drafted, the initiating department will collect feedback from the dean and revise the agreement.

Step 4. The initiating department will provide a Word version of the draft agreement to the appropriate offices (such as Finance and Legal Affairs). If the agreement includes a financial obligation, the Vice President for Finance and Administration must review and approve the financial portion of the agreement between APSU and the other party(ies) involved.

Step 5. Once the agreement is ready for approval, the dean of the college affected by the agreement will send the agreement, including all supporting documentation through the academic approval process, and will complete the pre-approval form (Finance, Legal Affairs, Associate Provost for Research, Executive Director of Extended and International Education, etc.).

Step 6. After all of the appropriate individuals have reviewed the agreement and provided written support, the dean of the college will send the agreement/contract and supporting documentation (including email/letters of support) to Procurement and Contract Services (PACS) via Govs E-shop to be routed for final approvals with all supporting documents attached to the requisition.

Step 7. PACS will review and obtain signatures of all appropriate individuals, including the College Dean, via DocuSign. If DocuSign is not an option for the vendor/affiliate, signatures can be obtained by other means (scanned, wet etc.).

College Dean Pre-Approval Form

**Academic Agreement
Requiring College Dean Approval
Pre-Approval Form**

The following academic agreement and/or contract (insert name of agreement)
_____ is ready for approval, the appropriate approving
authorities listed below have reviewed and approve the agreement including all supporting
documentation (letter of support, etc.) The Contract Point of Contact will submit the final contract, via
DocuSign to Procurement and Contract Services (PACS) via Govs E-shop to be routed for final approvals.

Signatures:

Academic Agreement/Contract Point of Contact	Date
Associate Provost of Research and Dean, College of Graduate Studies (if applicable)	Date
Vice President for Finance and Administration (if applicable)	Date
Executive Director of Extended and International Education (if applicable)	Date
Legal Affairs	Date

Academic Agreement Evaluation

Requirements

- All Agreements require an annual evaluation to be completed by the Department Chair and/or Point of Contact
- Expiring agreements should also be evaluated at least 90 Days **prior to the contract termination deadline**

Academic Agreement Evaluation

Academic Agreement Evaluation Form

To be Completed Annually by the Department Chair/School Director
And a Minimum of 90 Days Prior to the Contract Termination Date
(See attached instructions)

Academic Year _____ Month _____ Name of Partner Institution or Organization _____

Name of the APSU Department responsible for the Academic Agreement _____

Name of Department Chair _____

Name of Academic Agreement _____

Dates of Agreement (Initiation, expiration, evaluation, or renewal)

- a. Initiation date _____
- b. Next review date _____
- c. Revision date _____
- d. Expiration or termination date _____

Update Partner Institution Information (Address/Location/Point of Contact) _____

Name of Program(s) included in the Academic Agreement (Please specify the degree designation, such as BA/BS, MA/MS) _____

If this Academic Agreement involves more than one program, please specify which program is being addressed in this Academic Agreement Evaluation form _____

Provide annual enrollment and graduate numbers _____

Provide evidence that participating institutions or organizations are currently adhering to the following Academic Agreement reporting responsibilities (use additional space as needed):

1. Evaluating the alignment of Academic Agreement and participating institutions'/organizations' missions

2. Verifying credentials for faculty teaching Academic Agreement courses at participating institutions

3. Ensuring the appropriate transcription of academic credit for Academic Agreement courses.

Academic Agreement Funding Processes

Some academic agreements involve:

- Revenue capture and/or revenue sharing
- Scholarships (aka, special tuition/fee rates)
- Sharing of resources (e.g., facilities, vehicles, faculty time, etc.)
- Paying faculty, students, outside vendors
- Providing/using/supporting software
- Providing access to APSU's data, data bases and/or network
- Others...

For these many reasons, other stakeholders like Grants/Finance will need to generate a FOAP or Office of Information Technology or DSIR will need to be involved.

Also, should any agreement result in more than \$20,000/year of revenue or estimated value of resources (coming in or going out), APSU must go through a [Bid Process](#) or justify a Sole Source agreement before writing agreement.

Academic Agreement Recommendations

1. Meet with someone who has already completed a similar agreement to discuss gaps, hurdles, questions, review annual evaluations, etc.
2. Contact PACS for a template
3. Agreements/MOUs take time – start at least 6 months prior to desired implementation timeline



Question & Answers

Academic Agreement Website

For More Information, feel free to visit the Academic Agreement webpage

https://www.apsu.edu/academic-affairs/academic_agreements.php

Additional Resources

- [APSU Policy 2:056 Grant Proposal, Application Preparation, and Award Policy](#)
- [APSU Policy 2:065 Academic Approval and Signatory Authority for Academic Agreements](#)
- [APSU Policy 4:002 Delegation of Authority for Approval and Execution of Contracts and Agreements](#)
- [APSU Policy 5:011 General Personnel Policy](#)
- [APSU Policy 5:014 Outside Employment and Extra Compensation](#)

Thank you!

Questions

Please contact Kyle Christmas (christmask@apsu.edu),
Academic Affairs Project Specialist