

Texas Woman's University

Office of Undergraduate Studies and Academic Partnerships

**Developing, Maintaining, and Evaluating Collaborative Academic Arrangements**

**Procedures**

- I. Summary of the Process for Developing Agreements
  - a. Approvals. All agreements must be approved by the referring department chairperson(s) and dean(s), and the Associate Provost for Undergraduate Studies and Academic Partnerships.
  - b. Review Criteria. All approvals will be based on the following criteria:
    - i. Congruence with the academic, research, and service priorities and plans of the University, and of the Department and College proposing the agreement.
    - ii. Congruence with TWU's mission.
    - iii. Anticipated benefits to students, faculty members, the University, and university stakeholders.
    - iv. Evidence of institutional quality, including, for example, reputation and accreditation status.
    - v. Cost, feasibility, and sustainability of proposed activities.
  - c. Consultation. The faculty sponsor should consult with all stakeholders while developing concepts for an agreement and while engaged in preliminary discussions with a potential partner.
- II. Developing a Non-Binding Memorandum of Understanding (MOU)
  - a. Department Review. The faculty sponsor must submit a Collaborative Academic Agreement Information form ("information form") to his or her department chairperson for approval.
  - b. College Review. If the department chairperson approves, the information form is submitted for approval to the dean or dean's designee.
  - c. Associate Provost's Review. If approved by the College, the information form is submitted to the Associate Provost for Undergraduate Studies and Academic Partnerships for the Provost's review and approval. The Provost has delegated this responsibility to the Associate Provost for Undergraduate Studies and Academic Partnerships.
  - d. Negotiation of the Agreement. The Associate Provost for Undergraduate Studies and Academic Partnerships and the faculty sponsor will decide who will represent the University in negotiations (ordinarily it would be either the faculty sponsor or the Associate Provost).
  - e. Legal Review. When indicated, the Associate Provost for Undergraduate Studies and Academic Partnerships will review the MOU with TWU Legal Counsel, modify the agreement as needed, and continue negotiations with the proposed partner until an agreement has been drafted that is satisfactory to TWU legal counsel.

- f. Execution of the Agreement. The Office of the Associate Provost for Undergraduate Studies and Academic Partnerships will prepare four copies for signature. The MOU is signed by the Associate Provost for Undergraduate Studies and Academic Partnerships and by an authorized institutional representative of the partner institution. The agreement may be signed in person or via the electronic or physical exchange of documents.
- g. Archives. Two fully executed copies remain with the partner institution. Two copies are held by TWU, one by the Associate Provost for Undergraduate Studies and Academic Partnerships and one by the college dean.

III. Developing a Dual Educational Program or a Joint Educational Program

- a. Approvals. All proposed dual or joint education agreements must be approved by the department chairperson and dean, the Associate Provost for Undergraduate Studies and Academic Partnerships, the TWU SACS Liaison and the Provost and Vice President for Academic Affairs.
- b. Review Criteria. Criteria for all reviews include those listed in paragraph I.B. Additional review criteria for dual or joint education program agreements include:
  - i. Capacity of the University, College, and/or Department to absorb projected enrollment increases in the designated subject areas.
  - ii. Complementarity of the participants' program(s) of study with the courses and programs available to them at the host institution.
  - iii. Transferability of courses, in both directions.
  - iv. Feasibility of recruiting a sufficient number of students to keep the exchange in balance.
- c. Consultation. The faculty sponsor should consult with the Director of Academic Assessment and the TWU SACS Liaison to determine implications for assigning assessment responsibilities and implications for reporting or requesting approval of Substantive Change to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
- d. Department Review. The faculty sponsor must submit an information form for approval to his or her department chairperson.
- e. College Review. If the department chairperson approves, the information form is submitted for approval to the dean or dean's designee.
- f. Provost's Review. If approved by the College dean, the information form is returned to the Associate Provost for Undergraduate Studies and Academic Partnerships for review and recommendation to the Provost.
- g. Negotiation of the Agreement. The Associate Provost for Undergraduate Studies and Academic Partnerships and the faculty sponsor will decide who will represent the University in negotiations (ordinarily it would be either the faculty sponsor or the Associate Provost).
- h. Legal Review. If indicated, the Associate Provost for Undergraduate Studies and Academic Partnerships will review the agreement with TWU legal counsel, modify the agreement as needed, and continue negotiations with the proposed partner until an agreement has been drafted that is satisfactory to TWU legal counsel.
- i. Execution of the Agreement: The Associate Provost for Undergraduate Studies and Academic Partnerships will prepare four copies for signature. The agreement is signed by

the Provost and Vice President for Academic Affairs and by an authorized institutional representative of the partner institution. The agreement may be signed in person or via the electronic or physical exchange of documents.

- j. Archives: Two fully executed copies remain with the partner institution. Two copies are held by TWU, one by the Associate Provost for Undergraduate Studies and Academic Partnerships and one by the college dean.

#### IV. Developing a 2+2 or Transfer Agreement

- a. Approvals. All proposed agreements must be approved by the initiating department chairperson and dean, and the Associate Provost for Undergraduate Studies and Academic Partnerships.
- b. Review Criteria. Criteria for all reviews include those listed in paragraph I.B. Additional review criteria for 2+2 or transfer agreements include:
  - i. Capacity of the University, College, and/or Department to absorb projected enrollment increases in the designated subject areas.
  - ii. Complementarity of the incoming students' program(s) of study with the courses and programs available to them at TWU.
  - iii. Transferability of courses.
  - iv. Feasibility of recruiting students.
- c. Department Review. The faculty sponsor must submit an information form for approval to his or her department chairperson.
- d. College Review. If the department chairperson approves, the information form is submitted for approval to the dean or dean's designee.
- e. Provost's Review. If approved by the College, the information form is returned to the Associate Provost for Undergraduate Studies and Academic Partnerships for review and approval. The Provost has delegated this responsibility to the Associate Provost for Undergraduate Studies and Academic Partnerships.
- f. Negotiation of the Agreement. The Associate Provost for Undergraduate Studies and Academic Partnerships will provide the faculty sponsor a 2+2 agreement template, which should be used as the basis for negotiations with the proposed partner institution. The Associate Provost for Undergraduate Studies and Academic Partnerships and the faculty sponsor will decide who will represent the University in negotiations (ordinarily it would be either the faculty sponsor, department chair or the Assistant Provost).
- g. Execution of the Agreement. The Associate Provost for Undergraduate Studies and Academic Partnerships will prepare four copies for signature. The agreement is signed by the Associate Provost and by an authorized institutional representative of the partner institution. For 2+2 agreements that target particular colleges, departments, or programs, the agreement must also be signed by the college dean. TWU may have additional signatories (e.g., faculty sponsor, department chairperson), but none can substitute for the Associate Provost. The agreement may be signed in person or via the electronic or physical exchange of documents.

- h. Archives. Two fully executed copies remain with the partner institution. Two copies are held by TWU, one by the Associate Provost for Undergraduate Studies and Academic Partnerships and one by the college dean.

V. Maintaining and Evaluating Agreements

- a. Modifying or Terminating an Agreement. The faculty sponsor, the department chairperson or dean, the Associate Provost for Undergraduate Studies and Academic Partnerships, or another university official whose approval was required to enter into an agreement, may propose to modify or terminate an agreement.
  - i. The proposal must address the review criteria applied when the University entered into the agreement.
  - ii. The proposal must be submitted to the Associate Provost for Undergraduate Studies and Academic Partnerships. Copies of the proposal should be sent to those listed above, who may, at their discretion, submit a recommendation concerning the proposal to the Associate Provost for Undergraduate Studies and Academic Partnerships.
  - iii. Negotiation, legal review, execution, and archiving of a modified agreement will follow the same procedures that are followed when the University enters into an agreement.
  - iv. If an agreement is terminated, the Associate Provost for Undergraduate Studies and Academic Partnerships will send notice to the faculty sponsor, the department chairperson and dean, and the University officials whose approval was required to enter into the agreement.
- b. Responding to a Request from a Partner Institution to Modify an Agreement. When a partner institution proposes a modification to an agreement, the faculty sponsor will forward the proposal and his or her recommendation to the Associate Provost for Undergraduate Studies and Academic Partnerships.
  - i. Where relevant, the recommendation should address the review criteria applied when the University entered into the agreement.
  - ii. Copies of the proposal and recommendation should be sent to the department chairperson and dean, and the University officials whose approval was required to enter into the agreement, who may, at their discretion, also submit a recommendation to the Associate Provost for Undergraduate Studies and Academic Partnerships.
  - iii. Negotiation, legal review, execution, and archiving of a modified agreement will follow the same procedures that are followed when the University enters into an agreement.
- c. Monitoring Activity and Reporting a Substantive Change. The faculty sponsor will monitor the activities conducted under an agreement and will inform the department chairperson and dean and the Associate Provost for Undergraduate Studies and Academic Partnerships of substantive changes in the character or quality of the partner institution or its students, the nature or scope of partnership activities, the level of participation, finances, operations, risks, or purposes of the partnership.

- d. Review of a Substantive Change. In the event of a substantive change, the faculty sponsor will submit a recommendation to the Associate Provost for Undergraduate Studies and Academic Partnerships to enter negotiations with the partner institution to modify or terminate the agreement or to take no action.
- e. Periodic Evaluation of an Agreement. Six months prior to an agreement's date of expiration, the faculty sponsor will complete a Partnership Assessment report and submit it to the Associate Provost for Undergraduate Studies and Academic Partnerships.
  - i. The report will describe significant activities since the agreement's signing (or, if the agreement has been renewed, since the last renewal), will assess the partnership's effectiveness and relevance to the University's mission, will recommend whether to renew the agreement or allow it to expire, and will provide a rationale for the recommendation.
  - ii. The Associate Provost for Undergraduate Studies and Academic Partnerships will send copies of the faculty sponsor's progress report to the department chairperson and dean and the other University officials whose approval was required to enter into the agreement, who may, at their discretion, submit a recommendation to the Associate Provost for Undergraduate Studies and Academic Partnerships.
  - iii. Negotiation, legal review, execution, and archiving of an agreement that is renewed will follow the same procedures that are followed when the University initially enters into an agreement.