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**Academic Affairs Agreements Internal Process**

1. For the purposes of this process proposal, the following agreement definitions apply:
   1. **Guaranteed admission agreement**: If conditions set forth within the agreement are met, students are guaranteed admission or priority consideration to the program or institution. Please use the MOU agreement unless another agreement is appropriate.
   2. **Accelerated completion agreement:** Describes parameters for accelerated completion of program and/or degree. This may include transfer equivalency, accelerated credit, and/or altered program or degree requirements for undergraduate and graduate programs. Pathways may have accelerated pathways for completion of graduate coursework, programming, and/or credentials. These agreements may include guaranteed admission provisions. Please use the Pathways MOU agreement unless another agreement is appropriate.
   3. **Affiliation agreement:** These include internship, externship, practicum, clinical, and all other external placement and learning site agreements. These can be supplemented by department, program, or other documents to ensure individual program needs are met. Please use the Standard Affiliation agreement unless another agreement is appropriate.
   4. **Cancellation:** Existing executed agreements initiated by the University that are being cancelled. Use the internal routing form to request this process.
2. **Existing agreement** **renewals** should be conducted with new templates and approved language to ensure consistency and alignment with approved procedures and language. Any questions about this should be addressed to the Office of the Provost designee.
3. **NEW guaranteed admission and accelerated completion agreements**: Prior to outreach with partner institution, contact Office of the Provost designee (currently: Special Assistant to the Provost, Dr. Nicole Hendrix) and review the internal routing form and templates for guaranteed admission and accelerated completion agreements. These are available on the Office of Procurement and Contracts website.
4. Share Radford templates and other necessary documents with external partners to ensure transparency. Other documents can be included in the agreements. The templates supply minimally required elements and have been deemed legally sufficient. Radford templates for NEW Radford University generated initiatives are required. Any revisions to the University templates require review by the Department of Procurement and Contracts. Please contact Phil Crigger to confirm revisions are allowed.
5. Consider signature requirements for agreement. Two levels of approval/signatures are required.
   1. Department/school to department/school agreements require chair/director and dean level approval/signatures.
   2. College to college agreements require dean and provost level approval/signatures.
   3. Agreements that include multiple colleges may also include Provost signature if required by external partner.
   4. Institution to institution agreements require provost and president approval/signatures.
   5. Agreements involving graduate level programs require Graduate College dean approval as well.
6. Submit completed internal routing form, filled template, and any other documentation for review to Office of the Provost designee. Provost designee will submit to Procurement and Contracts for internal review and facilitate completion of internal routing form.
7. Procurement and Contracts will route the form for formal approval via DocuSign. Once all approvals are obtained, Procurement and Contracts will send the final document to the owner for signatures and execution.
8. The executed agreement must be returned to Procurement and Contracts where it will be uploaded into the Contracts Database.

**Agreements that do not need to be approved via the Internal Approval Routing Form:**

* Health sciences residency agreements and hospital affiliations must be sent to Procurement and Contracts for information purposes only. A routing form and university-wide approval is not required.
* Agreements being renewed that are not new initiatives, and that are using the standard template.

**Procurement and Contracts Process and Timeline**

* Once the form is received and signed at the department level from the Provost designee, Procurement identifies campus stakeholders for signature or notification.
* Form is routed to stakeholders along with agreement via DocuSign, being returned to Procurement and Contracts after all approvals. Please allow at least 30 days for this in case questions or delays arise.
* Once all stakeholder approvals are in place, follow protocol to negotiate problematic terms.
* If the agreement requires legal review, Procurement and Contracts will be submitted to the Attorney General’s office. This review may take up 10 Days.
* Once the final draft is completed and approved, follow the standard agreement/contract signature protocol based on the nature of the agreement.

**Additional Considerations:**

* Be mindful of the VCCS General Articulation Agreement requirements when crafting these MOUs that include undergraduate degree programs, especially when partnering with Virginia community colleges. Take care not to contradict that agreement to ensure equity for student access and support. Reach out the Provost Transfer Designee for guidance as needed. The Provost Transfer Designee will review all MOUs to ensure compliance with state and federal guidelines.
* Be clear about specific curricular adjustments and requirements.
* Indicate renewal cadence and review process. This is included in each template.
* Identify individuals by title, not name. Be specific about responsibilities and expectations.
* Academic Affairs will have access to the Procurement repository and receive monthly reports to help ensure maintenance of these. Deans and Provost staff will have access to the repository to view agreements.
* Allow sufficient time for reviews and approvals.