



**UMBC POLICY ON APPROVAL OF WRITTEN ACADEMIC AGREEMENTS**  
**UMBC Policy # III 7.01.01**

**I. POLICY STATEMENT**

The policy on approval of written academic agreements delineates the conditions under which departments, centers, offices, or other University entities may seek approval for the University to enter into written agreements with outside entities including those overseas. These agreements must first be submitted to the appropriate University official(s) for required review and approval. There are separate policies and procedures for approval of research agreements, both sponsored and unsponsored, which can be obtained from the Office of the Vice President for Research. Agreements between departments *within* the University are not covered under this policy. For such internal agreements, appropriate departmental policies should be followed.

**II. PURPOSE FOR POLICY**

The purpose of this policy is to inform faculty and staff of the required criteria for development, review, approval, and signature process for written academic agreements with outside entities on behalf of the University (exclusive of research agreements), and to prevent the imposition of legally binding duties and liabilities on the University as a result of unapproved agreements.

**III. APPLICABILITY AND IMPACT STATEMENT**

This policy applies to all personnel and academic and administrative units of the University (exclusive of the Office of Sponsored Programs) that seek to enter into a written agreement for academic purposes with one or more entities or individuals outside the University (including those overseas). The impact of this policy will be to standardize the University's policy and procedures for proposing, reviewing, negotiating, and signing these agreements. This policy should be read by:

- A. Vice Presidents, Deans, Directors, and Department Chairs;
- B. Department administrators and business office staff; and,
- C. Individual faculty and staff engaged in development or renewal of written agreements for academic purposes

#### IV. CONTACTS

Direct any general questions about this University Policy first to your department's administrative office. If you have specific questions, call the following offices:

Subject	Contact	Telephone	Email
Policy Clarification	Assistant Vice Provost for Academic Affairs	410-455-8907	<a href="mailto:academicpolicy@umbc.edu">academicpolicy@umbc.edu</a>

#### V. UNIVERSITY POLICY

This policy on negotiating, obtaining appropriate review and approval, and signing of academic agreements (AA) describes the agreements subject to this policy when a University academic department, center, office, or other entity desires to enter into a written agreement for academic purposes with one or more external entities or individuals, including those overseas (exclusive of research agreements of all kinds and agreements with domestic state and the federal government). This policy addresses AAs at the points of initiation, negotiation, review, final approval and signature, as follows:

- At the time of initiation, the University personnel or office that seeks to develop an AA with another entity must first contact the Assistant Vice Provost for Academic Affairs for consultation. A *Statement of Intent Form* (see link below) should be completed by the Assistant Vice Provost for Academic Affairs or designee, to designate the potential areas to be covered by a proposed agreement and the UMBC personnel authorized to negotiate the proposed agreement.
- At the time of final review, a *Transmittal Form* (see link below) should be completed by the Assistant Vice Provost for Academic Affairs or designee, to secure the signatures of UMBC personnel authorized to review and approve the proposed agreement.
- UMBC personnel developing an AA should follow the *Instructions and Template for Developing a Written Academic Agreement/Memorandum of Understanding (MOU)* (see link below) and the *Procedures for Development, Review and Approval of Written Academic Agreements* (see link below) for information about format and elements that must be included in these AAs.
- At the time of signature, the University personnel designated in this policy shall be those authorized to sign the AA on behalf of the University.
- A written agreement is called a Memorandum of Understanding (MOU) or a Memorandum of Agreement (MOA). Both are legally binding documents that impose duties and liabilities on the University. Accordingly, no written academic agreement covered by this policy may be executed on behalf of the University – or any subdivision of the University – without full compliance with this policy.

- The Vice Provost for Academic Affairs acting as the designee of the President and the Provost is the only University official authorized to sign an AA on behalf of the University.

**VI. DEFINITIONS:**

<b>Academic Agreements (AA)</b>	A written document between the University and another entity outside the University, including but not limited to another university (domestic or foreign), exclusive of the following: <ul style="list-style-type: none"> <li>• Agreements for research, both sponsored and unsponsored; and,</li> <li>• Agreements with domestic state and federal governments.</li> </ul>
<b>Instructions and Template for Developing a Written Academic Agreement/Memorandum of Understanding (MOU)</b>	A document prepared by the Office of the General Counsel which outlines the legal matters to be included in AAs.
<b>Memorandum of Understanding (MOU)/ Memorandum of Agreement (MOA)</b>	The particular written AA between the University and another entity, stating the specific terms of the agreement.
<b>Responsible Administrator</b>	Vice Provost for Academic Affairs
<b>Responsible Department or Office</b>	Office of the Vice Provost for Academic Affairs
<b>Statement of Intent Form</b>	A form completed by the Assistant Vice Provost for Academic Affairs, in conjunction with University personnel who seek to initiate an AA, which identifies the other entity in the proposed AA, the purpose of the agreement, and the University personnel authorized to negotiate the terms of the agreement.
<b>Transmittal Form</b>	A form completed by the Assistant Vice Provost for Academic Affairs, when the draft agreement has been written, to identify the University personnel who must review and approve the proposed agreement.

## **VII. APPROVAL AND PROCEDURES**

- A. Pre-approval is required from the applicable Department Chair and Dean prior to contacting the Office of the Vice Provost for Academic Affairs.
- B. Approval is required by the Vice Provost for Academic Affairs.
- C. Procedures: The procedures associated with this policy are as follows with the applicable link provided:
- [PROCEDURES FOR DEVELOPMENT, REVIEW AND APPROVAL OF WRITTEN ACADEMIC AGREEMENTS;](#)
  - [ARTICULATION AGREEMENT TEMPLATE;](#)
  - [INSTRUCTIONS & TEMPLATE FOR DEVELOPING A WRITTEN ACADEMIC AGREEMENT/MEMORANDUM OF UNDERSTANDING \(MOU\);](#)
  - [STATEMENT OF INTENT FORM FOR WRITTEN ACADEMIC AGREEMENTS](#)
  - [TRANSMITTAL APPROVAL FORM FOR WRITTEN ACADEMIC AGREEMENTS](#)

**VIII. DOCUMENTATION:** See VII, C. above for applicable documentation.

**IX. RESTRICTIONS AND EXCLUSIONS:** This policy excludes the following:

- Agreements for research, both sponsored and unsponsored; and,
- Agreements with domestic state and federal governments.

**X. RELATED ADMINISTRATIVE POLICIES AND PROCEDURES:** Below is the list of related policies and procedures with the applicable link provided.

[UMBC POLICY VIII-0.00.01 UMBC POLICY ON SIGNATURE AUTHORITY](#)

[UMBC POLICY VIII-2.01.01 POLICY ON NON-STANDARD TUITION AND/OR ADMINISTRATIVE ARRANGEMENTS](#)

[UMBC POLICY IV-2.20.01 EXPORT CONTROL POLICY](#)

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### **Administrator Use Only**

**Policy Number:** UMBC III 7.01.01

**Policy Section:** Academic Affairs

**Responsible Administrator:** Vice Provost of Academic Affairs

**Responsible Office:** Office of the Provost and Senior Vice President for Academic Affairs

**Approved by President:** July 3, 2012

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