

11.99.99.R0.05 **Articulation Agreements and Memorandums of Understanding**



Approved April 13, 2009

Procedure Statement

In the process of promoting the outreach of the university and furthering academic interests, partnerships and/or defined structures with certain external entities may be necessary to support combined interests.

Reason for Procedure

This procedure outlines the necessary steps in formulating and approving academic agreements with partnering institutions, so that there is an orderly and consistent process that is clear to all concerned.

Procedures and Responsibilities

1. Prior to proposing an agreement, the agreement initiator (AI) (faculty member, department head, administrator, director, etc.) will contact the associate vice president for academic affairs (AVPAA). The AVPAA will obtain preliminary approval from the provost for the agreement idea. Upon preliminary approval, the AVPAA will provide the AI with samples of previous agreements to use as a template.
2. The AI will then notify all affected parties; i.e., a faculty member will obtain input and approval from the department head and dean. A non-academic initiator will work in conjunction with any affected academic areas, etc. The AI will be the contact for communication with the partner institution.
3. Upon consensus by affected parties, the AI provides a draft agreement to the AVPAA.
4. The AVPAA reviews the agreement and obtains additional approval from the appropriate dean(s) and the provost.
5. Upon provost/dean(s) approval, the AVPAA notifies the dean of enrollment management (EM) and contract administration (CA) for review. The AVPAA may also provide the vice president of business and administration (VPBA) with the opportunity to review the agreement for potential financial implications.

6. The AVPAA presents the revised and/or approved agreement to the AI for review in collaboration with partner institution. After review, the AI returns the agreement to the AVPAA, noting any additional changes. If significant changes are made, the agreement is further reviewed by provost/dean(s)/EM/CA/VPBA, and the AI is given another opportunity to review the document with the partner institution. This process repeats until all parties are in agreement.
7. The AVPAA provides a copy of the agreement to the president and provost for final approval.
8. When final approval is obtained, the AVPAA notifies EM. EM is responsible for coordination of the official signing event with all parties including the partner institution. (Note: a minimum of two originals are executed at the signing.)
9. After the signing event, the EM provides one signed original for the partner institution then files a signed original with the president, and provides copies to: AI, AVPAA, CA, EM, provost, appropriate dean(s), and registrar.
10. Agreements are reviewed annually by the AVPAA.

Related Statutes, Policies, or Requirements

[System Policies 11 Centers, Degrees and Programs](#)

Appendix

See flow chart below.

Contact Office

Provost's Office
Associate VP for Academic Affairs
903-886-5021

**Texas A&M University-Commerce
Articulation Agreement and Memorandum of Understanding Flow Chart**

