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AND VICE PRESIDENT FOR
ACADEMIC AFFAIRS
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External Academic Partner Arrangement Procedures

External academic partner arrangements that are consonant with the University of San Diego's mission and strategic plan are encouraged. External academic partner arrangements may take many forms, with varying signatory requirements and approval processes as described below. Regardless of signatory requirements, the Office of the Provost must be informed of all external academic partner arrangements.

A. Arrangements That May Not Require Provost's Signature:

The following types of arrangements may be signed and authorized by the dean responsible for the academic unit in which the agreement terms are concerned:

- Exploratory, non-binding agreements involving a single academic unit
- Research collaboration agreements involving faculty from a single academic unit with no institutional financial or other resource commitment
- Clinical and fieldwork placements for students within a single academic unit

Note that the Office of the General Counsel has established a formal process, following USD Policy 2.10.5, that applies to all university related agreements. Refer to the **Contract Review Process** for complete guidance. Signing of all grant and contract agreements must follow the **Delegation of Contract Signature Authority Memo** issued annually by the Provost.

The Office of International Affairs should be consulted and informed on all international agreements. Final agreements should be sent to the Office of the Provost via email at provost@sandiego.edu upon execution.

B. Arrangements Requiring Provost's Signature:

The following types of arrangements require Provost's approval and signature:

- Involving more than one academic unit
- Offering distance education (DE) or on-site academic programs at new locations
- Creating a concurrent, dual or joint degree with another institution
- Engaging with a new academic partner (e.g. another institution or an unaccredited entity) with binding terms and institutional commitment
- Establishing a new location or branch campus
- Requiring financial and resource commitment by the University
- Any other binding agreements involving the University

To maintain academic and accreditation standards, the above mentioned external academic partner arrangements must follow the procedures below:

1. The proposing unit drafts the proposal/agreement in consultation with relevant stakeholders.
2. Review Stages

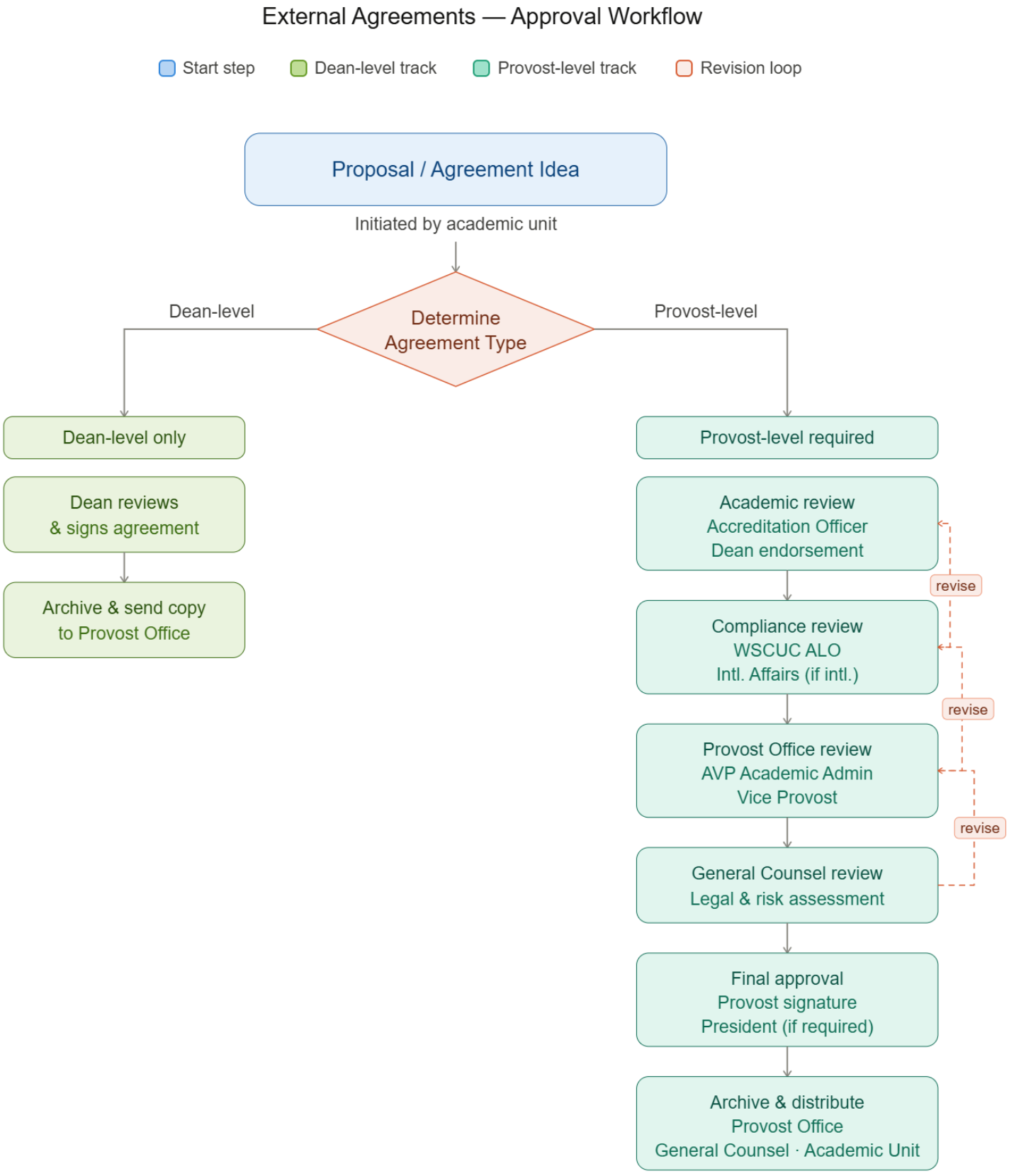
   The requestor is responsible for informing appropriate departments/offices of any changes to the proposal/agreement made after their review stage.

   a. Academic
      i. The accreditation officer for the academic unit reviews the draft proposal/agreement for relevant specialized accreditation compliance.
      ii. The Dean of the proposing academic unit reviews and endorses the draft proposal/agreement.
   b. Compliance
      i. The WSCUC Accreditation Liaison Officer (ALO) reviews the draft proposal/agreement for institutional accreditation compliance.
      ii. For DE academic programs, the ALO will work with the Director of Online Degree Planning and Operations to ensure that the proposal/agreement is in compliance with state authorization requirements.
      iii. If the draft proposal/agreement involves an international institution, the Associate Provost for International Affairs reviews the draft proposal/agreement for international compliance, reciprocity, and strategic alignment.
   c. Office of the Provost and Vice President for Academic Affairs –
      i. The requestor sends the draft proposal/agreement to provost@sandiego.edu with documentation that the agreement has been reviewed and endorsed by the above areas.
      ii. The Assistant Vice President for Academic Administration reviews the draft proposal/agreement for financial viability.
      iii. The Vice Provost for Research and Administration reviews the draft proposal/agreement for academic, institutional, and strategic alignment.
      iv. Once approved, the requestor sends the draft proposal/agreement to the Office of the General Counsel.
   d. Office of the General Counsel
      i. Legal Counsel reviews the draft proposal/agreement for legal sufficiency, risk assessment, and compliance with applicable laws and regulations.
      ii. Re-engaging the academic partner and their Legal Counsel may be necessary should changes be required by USD Office of the General Counsel.

iii. The Office of the General Counsel sends the legally approved draft proposal/agreement back to the requestor.

e. Final Approval
    i. The Provost is the authorized signer and approver for all agreements with external academic entities specific to Academic Affairs.
    ii. If the agreement involves other divisions outside of Academic Affairs, the President will review and approve the agreement after Provost's approval.
    iii. Upon final approval, the requestor sends the agreement via DocuSign for signature approval.

3. Documentation and Archiving
    a. A final signed copy of the agreement must be archived with the Office of the Provost, the Office of the General Counsel, and the proposing unit.
4. Review Timeline
    a. The entire review process should be completed within 6-8 weeks depending on the nature and complexity of the agreement.


External Agreements — Approval Workflow
Start step
Dean-level track
Provost-level track
Revision loop
Proposal / Agreement Idea
Initiated by academic unit
Determine Agreement Type
Dean-level
Provost-level
Dean-level only
Dean reviews & signs agreement
Archive & send copy to Provost Office
Provost-level required
Academic review
Accreditation Officer
Dean endorsement
Compliance review
WSCUC ALO
Intl. Affairs (if intl.)
Provost Office review
AVP Academic Admin
Vice Provost
General Counsel review
Legal & risk assessment
Final approval
Provost signature
President (if required)
Archive & distribute
Provost Office
General Counsel · Academic Unit
revise
revise
revise