

FINAL

Procedure for Review and Approval of Agreements at IUP

Reviewed by President's Cabinet: March 21, 2011

Reviewed by Council of Deans: February 3, 2011

Any unit (department, center, college, or other entity) within IUP that wishes to enter into an agreement with an entity or individuals outside of IUP must first submit the agreement to the appropriate University officials for review and approval. Written agreements may be called by different names (e.g. Collaborative Understanding or Agreement, Memorandum of Understanding or Agreement), yet all are usually legally binding contracts that impose duties and liabilities on the University. No written agreement may be executed on behalf of the University--or any subdivision of the University--without full compliance with this procedure.

STEPS FOR APPROVAL OF AN AGREEMENT:

1. Unit approval of agreements-The first step towards approval is the written approval at the unit level (department, center, college, or other entity). The unit leader's signature certifies that the implications on finances and workloads have been appropriately managed.
2. Submission of agreements- All agreements will be routed to the Dean of the School of Graduate Studies and Research, who will serve as the primary point of contact for agreements. This person will review the agreement with PASSHE Legal Counsel if needed, and determine if the agreement is actually a contract, grant, gift, or other such agreement. If it is a contract or a grant, then it will be routed to the IUP Research Institute. If it is a gift, then it will be routed to the Vice President for University Relations. For all other agreements, the Dean of the School of Graduate Studies and Research will ensure that:
 - a. The Vice President for Administration and Finance signs agreements related to finances or property.
 - b. The Vice President for Student Affairs signs agreements related to student life, Admissions, Financial Aid, or other such student issues.
 - c. The Vice President for University Relations signs agreements related to university development.
 - d. The Assistant Vice President for International Education and Global Engagement signs agreements related to international or foreign organizations.
 - e. The Provost signs academic agreements.
 - f. The President signs agreements requiring presidential signature.
3. Completed agreements are returned to the IUP originator. A copy will be sent to the Dean of the School of Graduate Studies and Research, who will maintain a University repository of all signed agreements.

COOPERATIVE/COLLABORATIVE AGREEMENTS: Cooperative/Collaborative Agreements contemplate or promise the delivery or sharing of University academic programs, personnel and/or resources.

MEMORANDA OF UNDERSTANDING/AGREEMENT: A Memorandum of Understanding/Agreement typically would create a common understanding between two parties. Universities typically enter into a Memorandum with another university over the exchange of students and/or faculty. These often provide details concerning the academic program, finances and logistics, and legal terms.