**Procedures for Developing or Revising an
Articulation/Inter-Institutional Agreement**

**This form is required in order to develop or revise a cooperative agreement with another institution, either domestic or foreign. Please note that articulation agreements are specific credit transfer agreements between our institution and one or more Wisconsin Technical College System (WTCS) institutions. Please refer to the final page of this form for the policies and procedures regarding the approval of articulation/inter-organizational collaboration agreements.**

|  |
| --- |
| **Required Information for All New and Revised Proposals** |

[ ]  **New Articulation or Inter-Institutional Agreement**

[ ]  **Revised Articulation or Inter-Institutional Agreement**

|  |  |
| --- | --- |
| **Primary Coordinator:** |  |
| **Campus Phone #:** |  |
| **Email address:** |  |
| **Department and College:** |  |
| **Secondary Coordinator:** |  |
| **Campus Phone #:** |  |
| **Email address:** |  |
| **Department and College:** |  |

|  |  |
| --- | --- |
| **Brief description of the purpose of the agreement or revised agreement:** |  |
| **Agreement period:** | **From:** | **To:** |
| **Cooperating Institution(s) Names(s) and Address(es):** |  |

**In addition to this form, proposals must also include the following information as attachments:**

* ***Prior to seeking shared governance action on an articulation agreement with a WTCS partner, the agreement must be forwarded to the Transfer Counselor in the Admissions Office for review.*** The response statement/email from the Admissions Office Transfer Counselor must be attached.
* ***Please attach a draft copy of the proposed or revised agreement to this form.*** Existing agreement descriptions should be revised using underline for new text and ~~strike out~~ for text to be deleted.

|  |
| --- |
| **Additional Questions for New Agreements** |

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| 1. | Will the agreement have a curricular impact? If so, please attach a brief description of the impact and how it will be accommodated. |  |  |
|  | A) Will UW-Stevens Point credit be given? |  |  |
|  | B) If so, have the appropriate departments/colleges and shared governance bodies been consulted? |  |  |
|  | C) Will any transfer of academic credit policies be embodied in the agreement? |  |  |
|  | D) Are there eligibility requirements for individuals to participate in the agreement? If so, attach a brief explanation. |  |  |
|  | E) If credit is to be issued under this agreement, will it have an effect on the General Education Program? |  |  |
|  | F) If so, has the General Education Committee been consulted? |  |  |
| 2. | Will acceptance of this agreement require UW-Stevens Point resources to continue this project beyond the contract period? If YES, attach a brief statement indicating who will be responsible for the continuance and how the agreement will be continued. |  |  |
| 3. | Is any teaching load reduction required as part of this agreement? If YES, attach a copy of the teaching schedules for the period covered by this project. |  |  |
| 4. | Does this agreement require any space, remodeling or special facilities not presently available to the project coordinator? If YES, please attach a description of these needs and indicate how approval will be attained. |  |  |
| 5. | Does this agreement affect students? If so, please attach a brief description of student eligibility/involvement. |  |  |
| 6. | Does the agreement require computer services? (Including the use of campus computing laboratories.) If YES, please contact the Chief Information Officer and attach a statement/email from Information Technology. |  |  |
| 7. | Does the agreement affect other units on campus? If so, please attach a statement from those affected units regarding their support of the agreement. |  |  |
| 8. | Is the agreement for a fixed period? If not, does it allow/require periodic review? Please attach a brief description of the review timetable. |  |  |
| 9. | Does the agreement require any cost sharing or matching funds from UW-Stevens Point? If so, please attach the appropriate Matching Funds form. |  |  |
| 10. | Does the Project Coordinator have the authority to enter into this agreement on behalf of the unit(s) involved? |  |  |
| 11. | Do entities/agencies other than UW-Stevens Point need to be consulted or approval sought as a result of this agreement? |  |  |
| 12. | Does this agreement have a credit transfer component? If YES, the agreement must be reviewed by the Admissions Office Transfer Counselor and response statement/email attached. |  |  |

If personnel are to be employed, salaries for the project period(s) should include reasonable estimates of normal increases in wages and fringe benefits. The university is not responsible for supplementing salaries on agreements that underestimate cost-of-living and other wage increases during the project period(s). The senior budget analyst can assist project coordinators with projections of wage and other budget increases.

|  |
| --- |
| **Signatures and Processing** |

|  |
| --- |
| I have reviewed the attached draft agreement and find it in full accord with the policies, interests and capabilities of the department, college or the university. I will be accountable for those areas of the proposed agreement which fall under my normal responsibilities as outlined on the back of this form. |

|  |
| --- |
| **Project Coordinator(s) signature**  |
| Date of signature: |  |  |
| **Department Chair(s) or Director(s) signature**  |
| Date of signature: |  |  |
| **Dean of the College(s) or Line Officer(s) signature**  |
| Date of signature: |  |  |
| **Academic Affairs Committee (for all agreements) signature**  |
| Date of signature: |  |  |
| **Provost and Vice Chancellor for Academic Affairs signature**  |
| Date of signature: |  |  |

|  |
| --- |
| **Comments/Contingencies/Remarks:** |
|  |

**Responsibilities and Duties of the Administrative Staff and Shared Governance RegARding Formal Approval of Articulation/Inter-Institutional Agreements**

The submission of a cooperative agreement with another institution, either domestic or foreign, indicates not only commitment of the project coordinator, but of the university. These agreements, if successful, can result in a significant impact on the university; therefore, UW-Stevens Point has vested interest in the agreement since the university is ultimately accountable to insure that the conditions as outlined are fulfilled. Each inter-institutional agreement must be reviewed and approved by the appropriate administrative personnel and shared governance bodies **BEFORE** it is formally submitted to another institution. The official Permission to Develop an Articulation/Inter-institutional Agreement form is designed to facilitate this process. Please attach a draft copy of the proposed agreement plus any other appropriate supporting materials to this permission form. Agreements which involve more than one department, school, college or UW System unit must be reviewed and approved by the appropriate officials of each unit, appropriate shared governance bodies, and ultimately the Provost and Vice Chancellor for Academic Affairs. The purpose of this approval process is not to question the professional skill or approaches of the project coordinator, but rather to give assurance that the university supports the plans for the project, and that these plans are consistent with the activities, priorities, and mission of the university. The opportunity that this formal approval process presents to inform the campus of the proposed activities is important to the faculty member as well as the shared governance bodies and administrators. The responsibilities of the administrative staff in this approval process are as follows:

* The Department Chair or Director will: (1) review the agreement to assure that faculty and support staff time commitments are reasonable and compatible with departmental workloads, present and planned, (2) determine that the percentage of time and salaries are accurate, and (3) agree that the space, facility, and service requirements are within the department's present or planned resource capability if not specifically provided for in the proposal.
* The Dean or Line Officer will review the proposal for completeness and confirm that: (1) space, service and support requirements are adequately provided for, and (2) responsibility is accepted for assuring the availability of local in-kind funds promised in the proposal, and (3) that the agreements budget, salary rates, job titles and classifications are reasonable, appropriate, and consistent with UW-Stevens Point policy. (4) In addition, the Dean/Director should ascertain to what degree the agreement will commit the college/school or unit to long-term support of project personnel or a program which may evolve from the agreement.
* The Provost and Vice Chancellor will review the proposal to ensure that it conforms to UW-Stevens Point and Board of Regents' policies and state laws; that it is in proper form for submission to the potential collaborators; that it is conducive to the university's mission by promoting the best academic interests of the university and that implied or definite university commitment of funds, space, and personnel can be met; and that the commitments for matching funds can be met by the university.

Faculty and staff should allow sufficient time for on-campus processing of the proposals to develop a cooperative agreement.  The review responsibilities assigned to administrative personnel and shared governance bodies are of such a nature and extent that "walking a proposal through channels" in a brief period of time is difficult.

Articulation agreements are specific credit transfer agreements between our institution and one or more Wisconsin Technical College System (WTCS) institutions. Prior to seeking shared governance action on an articulation agreement with a WTCS partner, the agreement should be forwarded to the Transfer Counselor in the Admissions Office for review.

After permission is gained from the appropriate administrative and shared governance bodies, the agreement coordinator is then responsible for drafting the *formal* articulation agreement for signatures. The formal agreement needs to be formatted in compliance with UWS ACIS 6.2. The formal agreement is routed by the agreement coordinator for signatures of those authorized to enter into these agreements on behalf of UWSP and other non-UWSP partners. Once the formal articulation agreement is signed by all required signatories, the agreement is then forwarded to UW System to be added to the listing of UW System articulation agreements.