



UT System Administration Policy Library – Policy UTS108

Affiliation Agreement Policy

Responsible Officer: Vice Chancellor and General Counsel

Sponsoring Office: Office of General Counsel

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Errors or changes to: policyoffice@utsystem.edu

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POLICY STATEMENT

To answer questions related to affiliations with outside facilities or entities and to explain expedited processing of the related agreements.

RATIONALE

Affiliation Agreements and related Program Agreements are numerous at most UT campuses and were the subjects of first efforts to develop "standard" contracts and expedited processing.

SCOPE

All institutions and UT System Administration

WEBSITE ADDRESS FOR THIS POLICY

<http://www.utsystem.edu/policy/policies/uts108.html>

RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS

UT System Administration Policies & Standards	Other Statutes, Policies, & Standards
Board of Regents' <i>Rules and Regulations</i> , Rule 10501, Delegation to Act on Behalf of the Board	Texas Education Code Section 61.055

CONTACTS

If you have any questions about UT System Administration policy UTS 108, *Affiliation Agreement*, contact the following office :

Subject	Office Name	Telephone Number	Email/URL
Affiliation Agreement issues	General Law or Health Law Sections of the Office of General Counsel	512-499-4462 or 512-499-4771	hbright@utsystem.edu

DEFINITIONS

Affiliation Agreement

Used to establish a relationship of a continuing nature with an outside academic clinical or training site.

Program Agreement

Executed to implement a specific program under an approved affiliation agreement.

Nonstandard Agreement

Those which vary from the approved standard forms.

RESPONSIBILITIES

Vice President for Business Affairs of the institution entering into the agreement

- Submits nonstandard affiliation agreements to the OGC for approval as to form and to the applicable Executive Vice Chancellor's Office for approval and non-standard agreements to the Board of Regents for Approval.
- Submits nonstandard program agreements to OGC and to the applicable Executive Vice Chancellor's Office for approval.
- Obtains approval of the Board of Regents and the Higher Education Coordinating Board of any affiliation agreement that involves the establishment of a new partnership or affiliation with another entity to offer or conduct a course(s) for academic credit or to offer a degree program.

PROCEDURES

Affiliation Agreements

Affiliation agreements are used to establish a relationship of a continuing nature with an outside academic clinical or training site. Affiliations may be program specific or authorize the implementation of further specific programmatic relationships by using a separate Program Agreement (discussed below). There is a standard affiliation agreement, Education Experience Affiliation Agreement, OGC-SC1 on the Office of General Counsel (OGC) [Standard Contracts Website](#). There are also agreements for foreign affiliations: Agreement of Cooperation with Foreign Institutions on Academic Programs, OGC-SC29; Affiliation Agreement with Foreign Institutions on Academic Programs OGC-SC121; and Program Agreement Template with Foreign Institution Student Exchange, OGC SC122.

If a "standard" agreement is used, it is not necessary to present the agreement to OGC for review and approval as to form, the Executive Vice Chancellor of the Office of Academic Affairs or Heath Affairs, as applicable, or for Regental approval.

Nonstandard agreements must be submitted to the OGC for review and approval as to form, to the applicable Executive Vice Chancellor's Office for approval and for Regental approval See <http://www.utsystem.edu/cont/Applications/Docket/manual2.doc> for information about docketing non-standard affiliation agreements for BOR approval.

Any agreement that involves the establishment of a new partnership or affiliation with another entity to offer or conduct a course(s) for academic credit or to offer a degree program must have prior approval by the BOR and Higher Education Coordinating Board. This requirement does not apply to affiliations established to secure or provide clinical or other similar practical educational experience in connection with a course or degree program authorized to be offered by the institution or unit.

Program Agreements

A Program Agreement is an agreement executed to implement a specific program under an approved affiliation agreement. A Model Program Agreement prepared by the OGC can be found at <http://www.utsystem.edu/ogc/contract/program.htm>.

This Program Agreement may be used when an affiliation agreement has been executed between the institution and the training site that establishes an on-going affiliation relationship with a clinical or academic training site. Program Agreements do not require approval by the BOR. Agreements that use the standard Program Agreement form do not require further review or approval by either OGC or the appropriate Executive Vice Chancellor.

Affiliation/Training Letters

An affiliation or training letter may be used for practicum opportunities for brief periods of time. The use of affiliation/training letters is appropriate without further review only in the following situations:

- A. The program does not continue beyond one year,
- B. The program does not involve the exchange of funds (if funds are involved, a contract is required), and
- C. The program does not include hold-harmless or indemnification requirements.
- D. The program requirements do not contain requirements beyond the requirements set forth in the standard affiliation agreement, Education Experience Affiliation Agreement, OGC-SC1, on the Office of General Counsel (OGC) [Standard Contracts Website](#).)

Affiliation letters should include the following:

- A. Number of students and name of program,
- B. Dates of participation,
- C. Statement regarding supervision, and
- D. Name of university liaison.

Forms and Tools/Online Processes

Forms OGC-SC1, OGC-SC29, OGC-SC33, OGC-SC 121 and OGC-SC122 located on the [Standard Contracts Website](#).

Appendix

None

Keywords: affiliation agreement, contracts, contract, affiliation agreements
