

1. Title

Affiliation Agreement Policy

2. Policy

Sec. 1 Purpose. The purpose of this policy is to answer questions related to affiliations with outside facilities or entities and to explain expedited processing of the related agreements.

Sec. 2 Standard Contracts. Affiliation Agreements and related Program Agreements are numerous at most U. T. System campuses and were the subjects of first efforts to develop "standard" contracts and expedited processing.

Sec. 3 Affiliation Agreements

3.1 Purpose of an Affiliation Agreement. 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.

3.2 Standard Agreements. 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 Health Affairs, as applicable, or for Regental approval.

3.3 Nonstandard Agreements. Nonstandard agreements must be submitted to OGC for review and approval as to form, to the applicable Executive Vice Chancellor's Office for approval, and for Regental approval.

3.4 Required Approvals. 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 Board of Regents and the Texas 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.

Sec. 4 Program Agreements

- 4.1 Purpose of a Program Agreement. A Program Agreement is an agreement executed to implement a specific program under an approved affiliation agreement. A Model Program Agreement prepared by OGC can be found at <http://www.utsystem.edu/offices/general-counsel/purchasing-council>.
- 4.2 Required Approvals. This Program Agreement may be used when an affiliation agreement has been executed between the institution and the training site that establishes an ongoing affiliation relationship with a clinical or academic training site. Program Agreements do not require approval by the Board of Regents. Agreements that use the standard Program Agreement form do not require further review or approval by either OGC or the appropriate Executive Vice Chancellor.

Sec. 5 Affiliation/Training Letters

- 5.1 Purpose of an Affiliation or Training Letter. 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),
 - (c) the program does not include hold-harmless or indemnification requirements, and
 - (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 OGC [Standard Contracts Website](#).

5.2 Required Content of Letters. 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.

3. 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 that vary from the approved standard forms.

4. Relevant Federal and State Statutes

[Texas Education Code Section 61.055, Texas Higher Education Coordinating Board, Coordination of Institutions of Public Higher Education](#)

5. Relevant System Policies, Procedures, and Forms

[Board of Regents' Rules and Regulations, Rule 10501, Delegation to Act on Behalf of the Board](#)

OGC-SC1, OGC-SC29, OGC-SC33, OGC-SC121 and OGC-SC122 located on the [Standard Contracts Website](#)

6. System Administration Office(s) Responsible for Policy

Office of General Counsel

7. Dates Approved or Amended

February 14, 1994
January 6, 2010
September 19, 2012