

UNT Dallas Affiliation Agreement Process

Purpose: the purpose of the affiliation agreement is to have a legally binding understanding of the roles and responsibilities between the entities that recruit and supervise UNT Dallas students, and the University to ensure that our students are empowered to transform lives and strengthen communities.

Instruction Steps to Collecting, Approving, and Storing Affiliation Agreements

Step 1: Every faculty member who collaborates with an entity for service / intern placement for their students will need to have that entity review and sign the affiliation agreement.

Step 2: Faculty can access a blank version of the affiliation agreement on the Experiential Learning webpage (www.untDallas.edu/el/faculty/res) or on the Dallas Shared Drive under Affiliation Agreements.

Step 3: Once a faculty member shares the affiliation agreement with their entity partner, the entity partner can email the signed copy to Experiential.Learning@untDallas.edu, which will ensure a copy is delivered to the Provost Suite.

Step 4: Once an affiliation agreement is submitted to the Provost Suite, it will be reviewed and signed by the Provost.

Step 5: The Experiential Learning Office will store all signed affiliation agreements on the Dallas Shared Drive under Affiliation Agreements.

Step 6: When a faculty member is looking at partnering with a new entity and is not sure if an affiliation agreement exists already, they can check on the Dallas Shared Drive under Affiliation Agreements for a catalog listing of all the current agreements.

Additional Information about the Affiliation Agreements

1. The affiliation agreement was designed by the University Strategic Planning Committee on Experiential Learning and the Office of General Counsel (OGC), and approved by the Provost.
2. The affiliation agreement is legally binding and valid for two years, with automatic renewal unless otherwise noted.
3. For companies and organizations that do not agree to sign, or have edits to the UNTD Affiliation Agreement, or have an agreement or MOU of their own that they want to use, their version must be sent to the UNT System legal team (OGC) for review, negotiation, and approval of the contract.
4. See attached Approval Memo for additional information.



APPROVED FORM

To: UNT Dallas

Approved Form: *Affiliation Agreement*

Approval Date: Agreements entered into and signed before February 1, 2019

Approved By: Lindsey Bartula, Assistant General Counsel

The referenced form has been reviewed by the Office of General Counsel for legal sufficiency and is approved for use as an Approved Form. You may use this Approved Form as a contract form exempt from further individualized legal review, provided that the following procedures are followed:

Business information specific to a particular transaction (i.e. names, dates, etc.) should be inserted into the text fields of the Approved Form. If changes are made other than inserting transaction-specific data into the text fields of the Approved Form, the revised agreement must be submitted to the Office of General Counsel for legal review and approval prior to signature.

If the terms of the Approved Form otherwise remain unchanged and there is no expenditure of funds associated with the contract, no further legal review is required and the agreement may be routed for signature. If the agreement requires the expenditure of funds, it must be processed with a requisition and approved by UNT System Business Service Center Procurement Services.

In order to be effective and legally binding, any agreement created with an Approved Form must be signed by an administrator having appropriate signature authority to bind the contracting institution. If there is any question concerning authority to sign an agreement, please contact the Office of General Counsel.

Use of this form after the Approval Date without further legal review prior to signature is prohibited. If continued use as an Approved Form is desired, please contact the Office of General Counsel approximately 90 days prior to expiration of this approval to request review and extended approval.

Please retain an electronic copy of this Approval Memo with a blank copy of the attached Approved Form through the Approval Date. You should include a copy of this Approval Memo with any Approved Form you submit for signature.