

Affiliation Agreement Process – General Outline

Using University Template with Changes or External Entity Template

A. Student, Faculty Member or Department

- Establishes Relationship with External Entity
- Completes Information Needed for Affiliation Agreement Template
- Submits Agreement to OIRA for Review and Database Entry

B. Institutional Research and Assessment

- Reviews and makes preliminary comments
- Submits with comments to PASSHE Legal Counsel for review

C. PASSHE Legal Counsel

- Reviews and returns with comments and any required changes

D. Institutional Research and Assessment and Department

- Facilitates necessary changes to agreement between Department and External Entity (and PASSHE Legal Counsel)
- Obtains external entity signatures
- Submits to Provost for Signature

E. Provost's Office

- Signs
- Returns to Academic and Institutional Research and Assessment

F. Institutional Research and Assessment

- Scans Agreement
- Files Original in University File
- Updates Database
- Sends Scan to Department for (1) For Departmental Records and (2) Copy to be given to External Entity