

Affiliation Agreement Process – General Outline

Using University Template with No Changes Made

A. Student, Faculty Member, or Department

- Establishes relationship with external entity
- Completes information needed for template
- Obtains external entity signatures
- Submits Agreement to Institutional Research and Assessment with Checklist

B. Institutional Research and Assessment

- Obtains Clarifications if Necessary
- Submits to Provost's Office

C. Provost's Office

- Signs
- Returns to Institutional Research and Assessment

D. 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

