



CURRICULUM &  
STRATEGIC INITIATIVES  
TEXAS WOMAN'S UNIVERSITY

**Texas Woman's University**  
**Office of Curriculum and Strategic Initiatives**  
**Developing, Maintaining, and Evaluating Articulation/Cooperative Academic Agreements**

**Procedures**

**I. Summary of the Process for Developing Academic and Cooperative Agreements**

a. Initiation Phase and Approvals

- All proposed agreement sponsors must complete and submit an [Articulation/Cooperative Academic Agreement Information Form](#) to the Office of Curriculum and Strategic Initiatives.
- All proposed agreements must be approved by the referring department chairperson or designee(s), dean(s) or designee, and the Vice Provost for Curriculum and Strategic Initiatives.

b. Review Criteria

- All approvals will be based on the following criteria:
  1. Congruence with the academic, research, and service priorities and plans of the University and the Department and College proposing the agreement.
  2. Congruence with TWU's mission
  3. Anticipated benefits to students, faculty members, the University, and stakeholders.
  4. Evidence of institutional quality, including, for example, reputation and accreditation status.
  5. Cost, feasibility, and sustainability of proposed activities.

c. Consultation

- The sponsor should consult with the Office of Curriculum and Strategic Initiatives and all other stakeholders while developing concepts for an agreement and in preliminary discussions with a potential partner.

d. Negotiation of the Agreement

- Upon approval, the Vice Provost for Curriculum and Strategic Initiatives and the sponsor will decide who will represent the University in negotiations (ordinarily, it would be either the sponsor or the Vice Provost).



CURRICULUM &  
STRATEGIC INITIATIVES  
TEXAS WOMAN'S UNIVERSITY

**II. General Non-Binding Memorandum of Understanding (General MOU)**

a. Initiation Phase, Routing, Review, and Approval

- Must follow the instructions indicated on I.A.
- The Executive Vice President of Academic Affairs and Provost has delegated the review and approval responsibility to the Vice Provost for Curriculum and Strategic Initiatives.

b. Negotiation of the Agreement

- Must follow the instructions in I.D.

c. Drafting of the Agreement

- The sponsor prepares a draft with support from the Office of Curriculum and Strategic Initiatives, which reviews it and routes it to all relevant stakeholders (dependent on the nature of the agreement) for review.
- The Office of Curriculum and Strategic Initiatives modifies the agreement as needed and continues negotiations with the proposed partner until a satisfactory agreement has been drafted.

d. Legal Review

- Once a satisfactory agreement has been reached, the Office of Curriculum and Strategic Initiatives submits the agreement to the Office of the General Counsel and the Office of Academic Affairs via the academic agreements' workflow for reviews and approvals as required by the nature of the agreement.
- If the Office of the General Counsel suggests revisions, the Office of Curriculum and Strategic Initiatives sends the updated agreement to the sponsor and/or the prospective partner for review. If both parties are satisfied with the final version, the Office of Curriculum and Strategic Initiatives initiates the signature process.

e. Execution of the Agreement

- The Office of the Vice Provost for Curriculum and Strategic Initiatives will prepare four copies for signature. The agreement is signed by the Chancellor and President of Texas Woman's University (or designee) and/or the Executive Vice President for Academic Affairs and Provost (or designee) and authorized institutional representative (s) of the partner institution.
- The agreement may be signed in person, electronically, or physical exchange of documents.



CURRICULUM &  
STRATEGIC INITIATIVES  
TEXAS WOMAN'S UNIVERSITY

f. Archives

- Two fully executed copies remain with the partner institution. TWU holds two copies, one by the Office of the Vice Provost for Curriculum and Strategic Initiatives and one by the Office of the Executive Vice President of Academic Affairs and Provost.
- Additional copies are shared electronically with institutional stakeholders.

**III. Dual Educational Program or a Joint Educational Program Agreement**

a. Initiation Phase, Routing, Review, and Approval

- Must follow the steps delineated on I.A.
- For these proposed agreements, and if approved by the Vice Provost for Curriculum and Strategic Initiatives, an electronic communication is sent to the Executive Vice President of Academic Affairs and Provost with the recommendation to move forward. The Executive Vice President of Academic Affairs and Provost communicates the decision to the Vice Provost.

b. Review Criteria (Criteria for all reviews include those listed in paragraph I.B.) Additional review criteria for dual or joint education program agreements include:

- The capacity of the University, College, and/or Department to absorb projected enrollment increases in the designated subject areas.
- Complementarity of the participants' study program (s) with the courses and programs available at the host institution.
- Transferability of courses in both directions.
- Recruiting a sufficient number of students is feasible to keep the exchange in balance.

c. Consultation

- The sponsor should consult with the Office of the Director of Academic Assessment and the TWU SACS Liaison to determine implications for assigning assessment responsibilities and implications for reporting or requesting approval of Substantive Change to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

d. Negotiation of the Agreement

- Must follow the instructions in I.D.



CURRICULUM &  
STRATEGIC INITIATIVES  
TEXAS WOMAN'S UNIVERSITY

- e. Drafting of the Agreement
    - The sponsor prepares a draft with support from the Office of Curriculum and Strategic Initiatives, which reviews it and routes it to all relevant stakeholders (dependent on the nature of the agreement) for review.
    - The Office of Curriculum and Strategic Initiatives modifies the agreement as needed and continues negotiations with the proposed partner until a satisfactory agreement has been drafted.
  - f. Legal Review
    - Once a satisfactory agreement has been reached, the Office of Curriculum and Strategic Initiatives submits the agreement to the Office of the General Counsel and the Office of Academic Affairs via the academic agreements' workflow for reviews and approvals as required by the nature of the agreement.
    - If the Office of the General Counsel suggests revisions, the Office of Curriculum and Strategic Initiatives sends the updated agreement to the sponsor and the prospective partner for review. If both parties are satisfied with the final version, the Office of Curriculum and Strategic Initiatives initiates the signature process.
  - g. Execution of the Agreement
    - The Office of Curriculum and Strategic Partnerships will prepare four copies for signature. The agreement is signed by the Chancellor and President of Texas Woman's University (or designee) and/or the Executive Vice President for Academic Affairs and Provost (or designee) and authorized institutional representative (s) of the partner institution.
    - The agreement may be signed in person, electronically, or physical exchange of documents.
  - h. Archives
    - Two fully executed copies remain with the partner institution. TWU holds two copies, one by the Office of the Vice Provost for Curriculum and Strategic Initiatives and one by the Office of the Executive Vice President of Academic Affairs and Provost.
    - Additional copies are shared electronically with institutional stakeholders.
- IV. Transfer Agreements (Apply to all transfer partnerships structures)**
- a. Initiation Phase, Routing, Review, and Approval
    - Must follow the instructions indicated on I.A.
    - If the proposal involves a transfer-guided pathway, include the course sequence.



CURRICULUM &  
STRATEGIC INITIATIVES  
TEXAS WOMAN'S UNIVERSITY

- The Executive Vice President of Academic Affairs and Provost has delegated the review and approval responsibility to the Vice Provost for Curriculum and Strategic Initiatives.
- b. Review Criteria (Criteria for all reviews include those listed in paragraph I.B.) Additional review criteria for Transfer agreements include:
- The capacity of the University, College, and/or Department to absorb projected enrollment increases in the designated subject areas.
  - Complementarity of the incoming students' study program (s) with the courses and programs available at TWU.
  - Transferability of courses
  - For transfer-guided pathways, make sure to have the proposed course sequence.
  - Feasibility of recruiting students.
- c. Negotiation of the Agreement
- Must follow the instructions in I.D.
  - The Office of Curriculum and Strategic Initiatives will provide the sponsor, if necessary, with the approved TWU general articulation agreement template, which should be used as the basis for negotiations with the proposed partner institution.
- a. Drafting of the Agreement
- TWU will often use the proposed partner community college template as a basis to start the agreement draft.
  - The sponsor prepares a draft with support from the Office of Curriculum and Strategic Initiatives, which reviews it and routes it to all relevant stakeholders (dependent on the nature of the agreement) for review.
  - The Office of Curriculum and Strategic Initiatives modifies the agreement as needed and continues negotiations with the proposed partner until a satisfactory agreement has been drafted.
- b. Legal Review
- Once a satisfactory agreement has been reached, the Office of Curriculum and Strategic Initiatives submits the agreement to the Office of the General Counsel and the Office of Academic Affairs via the academic agreements' workflow for reviews and approvals as required by the nature of the agreement.



CURRICULUM &  
STRATEGIC INITIATIVES  
TEXAS WOMAN'S UNIVERSITY

- If the Office of the General Counsel suggests revisions, the Office of Curriculum and Strategic Initiatives sends the updated agreement to the sponsor and the prospective partner for review. If both parties are satisfied with the final version, the Office of Curriculum and Strategic Initiatives initiates the signature process.

c. Execution of the Agreement

- The Office of Curriculum and Strategic Initiatives will prepare four copies for signature. The agreement is signed by the Chancellor and President of Texas Woman's University (or designee) and/or the Executive Vice President for Academic Affairs and Provost (or designee) and authorized institutional representative (s) of the partner institution.
- TWU may have additional signatories (e.g., Vice Provost for Curriculum and Strategic Initiatives, college Deans, etc.)
- The agreement may be signed in person, electronically, or physical exchange of documents.

d. Archives

- Two fully executed copies remain with the partner institution. TWU holds two copies, one by the Office of the Vice Provost for Curriculum and Strategic Initiatives and one by the Office of the Executive Vice President of Academic Affairs and Provost.
- Additional copies are shared electronically with institutional stakeholders.

**V. Maintaining and Evaluating Agreements**

a. Modifying or Terminating an Agreement.

- The sponsor, the department Chair or Dean, the Vice Provost for Curriculum and Strategic Initiatives, or another university official whose approval was required to enter into an agreement may propose to modify or terminate an agreement.
- The proposal must address the review criteria applied when the University entered into the agreement.
- The proposal must be submitted to the Vice Provost for Curriculum and Strategic Initiatives. Copies of the proposal should be sent to those listed above, who may, at their discretion, submit a recommendation to the Vice Provost for Curriculum and Strategic Initiatives.
- Negotiation, legal review, execution, and archiving of a modified agreement will follow the same procedures that are followed when the University enters into an agreement.
- Termination of an agreement will follow the procedures specified in the agreement.



CURRICULUM &  
STRATEGIC INITIATIVES  
TEXAS WOMAN'S UNIVERSITY

- If an agreement is terminated, the Vice Provost for Curriculum and Strategic Initiatives will notify the sponsor, the department Chair and Dean, and the University officials whose approval was required to enter into the agreement.
- b. Responding to a Request from a Partner Institution to Modify an Agreement
- When a partner institution proposes a modification to an agreement, the sponsor will forward the proposal and its recommendation to the Office of Curriculum and Strategic Initiatives.
  - Where relevant, the recommendation should address the review criteria applied when the University entered into the agreement.
  - Copies of the proposal and recommendation should be sent to the department Chair and Dean and the University officials whose approval was required to enter into the agreement, who may, at their discretion, also submit a recommendation to the Vice Provost for Curriculum and Strategic Initiatives.
  - Negotiation, legal review, execution, and archiving of a modified agreement will follow the same procedures that are followed when the University enters into an agreement.
- c. Monitoring Activity and Reporting a Substantive Change
- The sponsor will monitor the activities conducted under an agreement and will inform the department Chair, the Dean, and the Vice Provost for Curriculum and Strategic Initiatives of substantive changes in the character or quality of the partner institution or its students, the nature or scope of partnership activities, the level of participation, finances, operations, risks, or purposes of the partnership.
- d. Review of a Substantive Change
- In the event of a substantive change, the sponsor will submit a recommendation to the Vice Provost for Curriculum and Strategic Initiatives to enter negotiations with the partner institution to modify or terminate the agreement or to take no action.
- e. Periodic Evaluation of an Agreement
- Six months before an agreement expires, the sponsor or designee will complete and submit the [Partnership Assessment Report online form](#).
  - The report will describe significant activities since the agreement's signing (or, if the agreement has been renewed since the last renewal), will assess the partnership's effectiveness and relevance to the University's mission, will recommend whether to renew the agreement or allow it to expire and will provide a rationale for the recommendation.



CURRICULUM &  
STRATEGIC INITIATIVES  
TEXAS WOMAN'S UNIVERSITY

- The Office of Curriculum and Strategic Initiatives will send copies of the sponsor's report to the department chairperson and dean and the other University officials whose approval was required to enter into the agreement, who may, at their discretion, submit a recommendation to the Vice Provost for Curriculum and Strategic Initiatives.
- Negotiation, legal review, execution, and archiving of an agreement that is renewed will follow the same procedures that are followed when the University initially enters into an agreement.