Operating Policy and Procedure

SON OP: 10.020 Memorandum of Understanding & Articulation Agreements/Consortial Relationships

PURPOSE: The purpose of the TTUHSC School of Nursing (SON) policy is to establish a policy and procedure for developing and documenting a “Memorandum of Understanding” (MOU) and/or an Articulation Agreement between educational entities or other organizations in meeting the strategic initiatives of the school.

REVIEW: All policies and publications in the Administrative Handbook are reviewed on a staggered even or odd year biennial review cycle. The Policy and Publications Oversight policy shall be reviewed by the Coordinating Council by September 1 of each odd numbered year. Recommendations are forwarded for final approval by the Dean.

POLICY/PROCEDURE:

1.0 Definition
A Memorandum of Understanding (MOU) is a document describing a bilateral or multilateral agreement between parties. It expresses a convergence of will between the parties, indicating an intended common line of action and does not imply a legal commitment. The content of the MOU describes, at least implicitly, the responsibilities of each party to the relationship.

An Articulation Agreement is a document, agreed upon by two or more schools, that outlines curriculum requirements of both schools for purposes of articulation. An Articulation Agreement is a living document and therefore can, and should, be adjusted as courses and course content change.

2.1 Policy
Approval and Execution of Contracts. No person has the authority to commit Texas Tech University Health Sciences Center and/or the School of Nursing for any purpose (e.g., enter into agreements) except as authorized in Regents’ Rules, Section 07.12, and HSC OP 10.11, “Delegation of Authority by the President.”

For all Memorandum of Understandings, Articulation Agreements/Consortial Agreements and/or Contracts, all faculty and/or staff are to adhere to TTUHSC Policy and Procedure 54.02, Contracting Procedures. (http://www.ttuhsc.edu/hsc/op/op54/op5402.pdf).

The Contracting Office will process all contracts to obtain final approval and signatures as required in Regents’ Rules, Section 07.12. Contract managers are cautioned that no commitments or other action should be taken on the contract until final execution by the authorized officers or approval by the Board of Regents has been obtained. The finalized document is housed in the TTUHSC Contracting Office with a copy housed in the Office of the Dean. The following institutional policies are adhered to regarding such documents:

(a) The Rules and regulations of the Board of Regents of the Texas Tech University System 07.12 Contracting Policies and Procedures.
(b) All TTUHSC Contracting Policies (Section 54) located at http://www.ttuhsc.edu/hsc/op/op54/
(c) TTUHSC OP 10.11 Delegation of Authority by the President

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