The Office of the Executive Vice President and Provost serves as the gatekeeper for the approval of consortial agreements above the academic unit level. The following guidelines focus on the “initial development” of consortial agreement proposals and have been established to assist those individuals thinking about developing a new agreement. These guidelines will ensure adequate review and discussion of proposals prior to the completion of the academic unit’s internal approval process.

The Letter of Intent is required for all agreements involving academic program development or delivery with a partner institution. These guidelines also apply to contract delivery of UofL academic content in support of non-higher education entities. A list of current consortial agreements addressed by these guidelines is available at http://louisville.edu/oapa/consortial-agreements-report-2015-16-for-public-disclosure-page

The goal is to ensure any agreement serves to support the objectives of the university’s strategic plan and the academic mission of the sponsoring unit. It is important that all appropriate parties have communicated with one another from the earliest planning phase. The letter of intent should clearly state the focus of the agreement and any information relevant to the partnership’s feasibility and sustainability of the project.

The Provost Program Proposal Review Committee will review all letter of intent (LOI) submissions and forward a recommendation to the Executive Vice President and University Provost. If a recommendation to proceed is approved by the Executive Vice President and University Provost, the proponents will be notified to begin the process of developing a complete memorandum for review. Otherwise, the LOI may either be placed on hold pending receipt of additional information or not recommended for further development.

For more information, please see the Provost’s Office of Academic Planning and Accountability website:

Letter of Intent—Template
The Letter of Intent (LOI) should describe the proposed agreement and its objectives. The LOI is used request a preliminary review by the Provost Program Proposal Review Committee. The Letter of Intent should be five pages or less. Forward the LOI to Connie Shumake, Associate University Provost for Accreditation and Academic Planning, to start the review process (connie.shumake@louisville.edu).

Format
The Letter of Intent should include the following:

1. Contact Information
a. Faculty/Staff Sponsor (Name, Title, School/College, Department, Campus Address, Email address, Phone Number).

b. Partner Institution (Name, Title, Organization/School/College, Department, Campus Address, Email address, Phone Number).

2. Timeline for Implementation

a. Indicate the date the agreement is projected begin.

b. What is the length of the agreement?

c. Is the agreement renewable? If so, what are the terms?

3. Overview

**Background** - Please provide a brief description of past collaborations between you and the proposed partner, including but not limited to: previous visits; faculty-led study abroad programs located at the proposed partner university; joint projects; etc…

**Purpose** - Explain the purpose of the partnership and how it will benefit your department, college, and/or the University of Louisville. How it will benefit faculty and students? If an international agreement – what is the Homeland Security status of host country and indicate any beneficial attributes of the locale to the discipline or the unit? Provide any other information relevant to the partnership’s feasibility and sustainability.

**Program Impact** - Describe the academic program or courses to be offered in support of this agreement, including:

a. Admissions requirements.

b. Graduation requirements (Consult the university’s academic catalogs).

c. Curriculum—List any new courses to be developed or changes to existing curriculum to support this agreement.

d. Distance Education—describe plans if applicable.

e. Faculty Support –

   o How many UofL faculty will be needed to support the operation of the agreement?

   o Will local adjuncts be hired to support the agreement? Qualifications of the adjuncts must meet SACSCOC instructor requirements.

   o Indicate level of staff support allocated to the agreement.

4. Enrollment

a. Is the program or courses open to current UofL students, a targeted cohort or intended just for international students? Please describe.

b. What are the projected enrollments for the first five years of the agreement?

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<th>Enrollment Projection</th>
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11.8.17
5. Other Documentation

Accreditation - What national and/or international bodies have provided third party recognition or accreditation of the partner institution?

Facilities – For off-campus agreements - please describe the library, computing, classroom, and residential facilities available to faculty or students?

Language
a. Are the courses or programs offered entirely in English? If not, what is the language of instruction?

Student Support
a. What support services are available for students?
b. What support is UofL contracted to provide?

Financial Commitments
a. What financial commitments have been agreed to by the academic unit in support the agreement? Have the commitments been approved by the University Provost?
b. What financial commitments have been agreed to by the partner institution?

6. Dean’s Confirmation and Signature – The LOI must include a statement to confirm the unit dean’s approval of the letter of intent proposal and the related financial commitments.

All program proposals must be developed in compliance with the university’s policy and procedures as expressed in the official catalogs:
http://louisville.edu/undergraduatecatalog/
http://louisville.edu/graduatecatalog/toc

The Provost Program Proposal Review Committee will review all Letters of Intent as follows:
• LOIs received by the 15th of the month will be reviewed that month.
• LOIs received after the 15th will be reviewed within 30 days.