



Academic Agreement with External Partner(s) Proposal

Required Information to Complete Proposal

This is not the form to submit your proposal. This document outlines what information is required to complete your submission at <https://forms.office.com/r/ffa6bSYAzb>.

All submissions regardless of type of academic agreement being proposed require the following information:

1. UofL Sponsor Contact Information
 - a. Faculty / Staff Sponsor Name
 - b. Faculty / Staff Sponsor Title
 - c. Faculty / Staff Academic Unit
 - d. Faculty / Staff Home Department
 - e. Faculty / Staff Campus Address
 - f. Faculty / Staff Email Address
 - g. Faculty Staff Phone Number
2. Partner Institution(s) Contact Information
 - a. Partner Institution
 - b. Partner Institution Website
 - c. What national and/or international bodies have provided third party recognition or accreditation of the partner institution?
 - d. Primary Contact's Name
 - e. Primary Contact's Title
 - f. Primary Contact's Organization/School/College
 - g. Primary Contact's Department
 - h. Primary Contact's Work Mailing Address
 - i. Primary Contact's Email Address
 - j. Primary Contact's Work Phone Number
3. Executive Summary
 - a. **Background:** 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, research collaborations among faculty, etc.
 - b. **Purpose:** Briefly explain the purpose of the partnership.
 - c. **Connection to Strategic Plan:** Explain how this agreement supports the strategic plan of the university, academic unit, and/or department. Why should this partnership be pursued?
 - d. **Faculty Support:** How many UofL faculty will be needed to support the operation of the agreement? Will adjuncts from the partner institution(s) be hired to support the agreement? If so, what are the expected qualifications of these adjuncts?
 - e. **Staff Support:** What level of additional staff support will be needed for advising, recruitment, tutoring, or other student support services? What campus partners will need to be engaged to support the success of this agreement?
4. Attestation of Dean's Knowledge and Approval

- a. You must confirm you have discussed the proposal with your dean, and they are supportive of the proposal and implementing the agreement if approved.

Depending upon the type of agreement being requested you will also need the below information. If your agreement does not involve an academic degree program, the questions associated with that line of inquiry may be skipped.

5. Academic Degree Program (s) and Enrollment Projections

- a. What specific degree program(s) from UofL will be involved with this agreement? (include credential(s) and discipline - e.g., M.S. in Chemistry)
- b. Describe the courses and/or curriculum to be offered in support of this agreement. Will new courses be created, or will it rely upon an existing curriculum?
- c. What, if any, program-level accreditations are impacted by this proposed agreement?
- d. Describe admissions requirements, graduation requirements, and instructional methods of delivery (i.e., face-to-face, online, both).
- e. Has your curriculum committee already reviewed and approved of this proposed academic agreement?
- f. Who is the target student audience for this agreement?
- g. What are the enrollment projections if this proposal is enacted?

6. Off-Campus Instructional Sites

- a. Describe the library facilities at the off-campus instructional site.
- b. Describe the infrastructure available at the off-campus instructional site to appropriately support the learning environment for students in a manner that is comparable to the learning environment provided at the Belknap or Health Sciences Campuses.
- c. Describe the student support services available at the off-campus instructional site. Such support services should provide students receiving instruction at the off-campus instructional site with comparable experiences to students receiving instruction at the Belknap or Health Sciences Campuses.

7. Financial Projections and Commitments

- a. What, if any, financial commitments have been discussed by the partner institution?
- b. What, if any, financial commitments are requested by the UofL sponsor?
- c. Upload a completed copy of the Academic Agreements with External Partners Budget Projection for your proposal.
- d. Has the Lead Fiscal Officer reviewed the budget projection?

8. International Agreements Viability Test

- a. Is this agreement being made with an international partner?
- b. Are the courses offered entirely in English? If not, what is the language of instruction?
- c. How does this agreement enhance or advance UofL's existing strategic goals?
- d. Are there existing opportunities in this location and if so, is there demand for additional study abroad, research, or collaboration opportunities in this location?
- e. Do you have support from your department Chair and Dean to start this activity? Is there sufficient administrative and staff support for the program?
- f. Is there a demand for this sort of opportunity in the proposed discipline?
- g. What are the potential risks: financial, reputational, export and compliance, HR, legal, safety, and political? What are the risk mitigation strategies for each potential risk?
- h. Are there any conflicts of interest that might prevent this program from going forward? If they exist, what are your personal associations with this institution or region?
- i. Is the proposed activity in a location where there are high level State Department or CDC Travel Advisories? Is the location considered unstable or unsafe?

- j. How does the partner institution and/or agreement align with the Cardinal Principles? Are there any sanctions, free speech restrictions, or human rights violations that will add risks to the proposed activity?
9. Study Abroad/International Programs and Student Exchanges
- a. Is there demand for additional study abroad opportunities in this major/minor?
 - b. Is there sufficient instruction that is directly applicable to degree completion at the partner institution (i.e., host institution) in English for undergraduate students to obtain 12 credit hours or graduate students to obtain 9 credit hours?
 - c. How will tuition and fees be handled as part of the student exchange?