

**INTERCOLLEGIATE PROGRAM
MEMORANDUM OF UNDERSTANDING**

THIS MEMORANDUM OF UNDERSTANDING (the “MOU”), effective [DATE] (“Effective Date”), is made and entered into by and amongst West Virginia University [ACADEMIC UNIT 1], West Virginia University [ACADEMIC UNIT 2], West Virginia University [ACADEMIC UNIT 3] and the West Virginia University Office of the Provost (collectively referred to as the “Parties”) related to the [INTERCOLLEGIATE PROGRAM].

WHEREAS, the Parties wish to collaborate to establish a [INTERCOLLEGIATE PROGRAM] (“Program”) for West Virginia University (“University”) students.

WHEREAS, the Parties desire to enter this MOU to establish the roles and responsibilities of each of the Parties with respect to the Program.

NOW, THEREFORE, in consideration of the premises and the covenants and conditions herein contained, the Parties do hereby agree as follows:

STATEMENT OF ROLES AND RESPONSIBILITIES

1. FINANCES AND RESOURCES

- 1.1. The Program will be given a major code within the Intercollegiate Programs (college code 12) unit and will be assessed at the current Intercollegiate Programs tuition rates.
- 1.2. All college tuition (to college code 12) will go to supporting the Intercollegiate Programs staff and services and a portion of the program budget.
- 1.3. The academic units will receive 80% of the course level tuition revenue generated by the courses they offer in the program. The other 20% of the course level tuition will go to the Intercollegiate Programs in support of student services and staff. Each participating academic unit will identify their unit-specific subject codes (new or existing) and courses to be offered in the program such that SCH revenue is able to be directed back to the participating academic units.

1.4. The Parties shall identify a Program Director/Coordinator. The Program Director/Coordinator should be a faculty member that teaches in the intercollegiate program and who has an appointment in a contributing academic unit. The Program Director/Coordinator salary and benefits shall be funded by [Insert funding source or academic unit]. The Program Director/Coordinator shall be responsible for the following duties and responsibilities:

- a. Assessment of Learning
- b. Annual Reporting
- c. Board of Governors Program Review pursuant to BOG Academics Rule 2.2
- d. Scheduling, Including Block Scheduling
- e. Specialized Accreditation
- f. Program Curriculum and Course Development
- g. Other duties such as the formation of an advisory board, review of faculty credentials, participating in annual faculty evaluation and promotion and tenure review, processing overload petitions, assisting with scheduling to ensure appropriate number of seats are available, providing AP services, transfer course equivalencies, evaluation of credit for prior learning, student appeals, grade modifications, graduate applications, NCAA college certification, organizing NSO, Welcome Week, etc.

1.5. [ACADEMIC UNIT 1] shall provide the following physical spaces and coordinate scheduling to ensure degree progression for Program students and for any program faculty and/or associated graduate students:

- a. [Insert physical spaces which can include classrooms, labs, studios, offices, etc.]

1.6. [ACADEMIC UNIT 2] shall provide the following physical spaces and coordinate scheduling to ensure degree progression for Program students and for any program faculty and/or associated graduate students:

a. [Insert physical spaces which can include classrooms, labs, studios, etc.]

1.7. Beyond what is available through Intercollegiate Programs, [Insert spaces] shall be available for Program students and guests for on-campus Program-related events.

2. STUDENTS AND STUDENT SUPPORT

2.1. Program students may only earn Dean’s level or similar scholarships through the Intercollegiate Programs space. The ACADEMIC UNITs agree to support those scholarships as follows: [Insert information regarding how each ACADEMIC UNIT will pay for these scholarships].

2.2 Students will be granted a diploma with the names of all deans from the participating academic units. Students will be invited and allowed to attend the graduation ceremonies of all the participating academic units.

2.3 The Program Director/Coordinator will responsible for participating in the organization, delivery, and communication of New Student Orientation and Welcome Week. [Insert information regarding which ACADEMIC UNIT will host NSO, Welcome Week activities (tours, academic sessions, Discover Days, college session, etc)].

3. CATALOG AND CURRICULUM

3.1. Unless specifically noted herein, all institutional academic rules, policies, and standards shall apply to the Program. Any policies and standards that differ from the institutional

academic policies and standards must be documented in the Catalog and Curriculum Inventory Management (“CIM”) system.

3.2 Information regarding the Program requirements shall appear in the Intercollegiate Programs tab in the Catalog. The Intercollegiate workflow will be used for all Catalog and CIM entries. The [Intercollegiate Dean/Program Director/Coordinator] shall communicate and coordinate with the signatories of this MOU regarding changes to the Catalog and CIM entries.

3.3 The following course rotation that supports the proposed plan of study for the Program is agreed to by the Parties and shall be revisited every [insert amount of time] or once the Program exceeds the capacity of the agreed upon course rotation, whichever occurs first.

- a. [ACADEMIC UNIT 1] shall be responsible for the following course schedule: [attach course schedule]. Course schedules should include a list of courses to be taught, the frequency of the course offerings (every term, every other term, etc.), the maximum capacity for each section of each course, the number of sections to be offered each term, the faculty assigned to those courses, and the percentage of that faculty’s workload that assignment will be.
- b. [ACADEMIC UNIT 2] shall be responsible for the following course schedule: [attach course schedule]. Course schedules should include a list of courses to be taught, the frequency of the course offerings (every term, every other term, etc.), the maximum capacity for each section of each course, the number of sections to be offered each term, the faculty assigned to those courses, and the percentage of that faculty’s workload that assignment will be.

3.4 Elective courses included in the Plan of Study must be open to students participating in this Program.

4. FACULTY

- 4.1. As addressed in Section 1, the Program Director/Coordinator shall be the primary responsible party for a range of program-related duties. However, all Parties agree to cooperate fully in these pursuits.
- 4.2. Faculty must be appropriately credentialed to teach Program specific coursework. In consultation with program faculty and the dean's offices of the participating academic units, the Program Director/Coordinator and the relevant Associate Provost of Graduate or Undergraduate Education shall make determinations regarding whether a faculty member is appropriately credentialed to teach a specific course.
- 4.3. [ACADEMIC UNIT 1] and [ACADEMIC UNIT 2] shall hire adjuncts, as necessary, to teach required coursework for the Program and as identified by the course schedule.
- 4.4. [ACADEMIC UNIT 1] and [ACADEMIC UNIT 2] agree to address Program needs when faculty lines are replaced.
- 4.5. It is the expectation that the Program Director/Coordinator will contribute meaningfully in the annual evaluation and promotion and tenure reviews of all participating faculty.
- 4.6. The Parties shall ensure that faculty contracts and workload assignments are updated to align with Program needs. The Parties should also clarify expectations for what will constitute expected departmental and programmatic service contributions and expectations for faculty attendance and participation in program meetings for both the unit of appointment and for the intercollegiate program. Faculty need to have interdisciplinary work added to their contract and evaluation.
 - 4.6.1. [ACADEMIC UNIT 1] agrees to provide the following faculty (indicate faculty name and teaching and service contribution OR indicate number/proportion of contract assignment of faculty in a particular area):

4.6.2. [ACADEMIC UNIT 2] agrees to provide the following faculty (indicate faculty name and teaching and service contribution OR indicate number/proportion of contract assignment of faculty in a particular area):

4.6.3. The following faculty member(s) or instructor(s) with knowledge about potential occupational outcomes for the program will serve as the 191 instructor(s): [Identify 191 faculty/instructors here]

5. **PROVOST'S OFFICE**

5.1. The Provost's Office will confirm that the terms of this MOU are being met through the Board of Governors program review process.

5.1.1. The [position title] will work with the Program Director/Coordinator to ensure that the terms of the MOU are being met on a regular basis.

5.2. Should the program eventually be moved out of Intercollegiate Programs, the Provost's Office will direct and oversee the process to transition the program from the intercollegiate space to a permanent home in coordination with the participating academic units.

6. **TERM.** This MOU shall remain in effect for three years from the Effective Date unless terminated by any Party hereto by providing written notice to the other Parties and only also with the approval of the Provost's Office. Any party can request a review of the agreement prior to that time period. If there is a change to any of the signatories to this MOU before the end of the term, the MOU will be reviewed at that time. Per Higher Learning Commission expectations, participating Parties must fulfill all obligations to current students in order to complete their program of study should this agreement and/or program be terminated. This MOU may be renewed upon agreement of the Parties.

7. **MODIFICATIONS AND AMENDMENTS**. This MOU may be modified at any time upon mutual consent in writing of the Parties signed by the Parties hereto. Any proposed change must be made in writing and signed by all Parties to this MOU.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK;
SIGNATURE PAGE TO FOLLOW]**

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals on the date first written above.

West Virginia University
[ACADEMIC UNIT 1]

[Signatory Authority]
Dean, [College]

Date

[Signatory Authority]
ACADEMIC UNIT Chair, [ACADEMIC UNIT]

Date

West Virginia University
[ACADEMIC UNIT 2]

[Signatory Authority]
Dean, [College]

Date

[Signatory Authority]
ACADEMIC UNIT Chair, [ACADEMIC UNIT]

Date

West Virginia University
Office of the Provost

Dr. Paul Kreider
Vice Provost

Date