
Partnerships Policy

Policy Sponsor:	Vice-President Advancement
Policy Contact:	Director, Partnerships and Student Recruitment
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Approval Group:	The Governors of Athabasca University
Approval Date:	January 12, 2017, Motion # 221-06
Review Date:	To be reviewed biennially
Procedure:	Partnerships Procedure

Purpose

The purpose of this policy is

- to identify the principles which will guide the assessment and approval of proposals for partnerships between Athabasca University and external entities
- to support the development of partnerships that provide opportunities for increasing enrolment and strengthening the university's reputation
- to assist university departments or working units in identifying partnership opportunities that support the goals of the Strategic University Plan or other university planning documents
- to ensure institutional oversight of all partnerships

This policy applies to the formation of partnerships with domestic or international external entities when Athabasca University resources will be required to support the proposed partnership. This policy does not apply to

- research funding agreements
- recognition of undergraduate transfer credit
- recognition of graduate transfer credit



- clinical placements
- student academic and research arrangements
- the formation of legal partnerships or other legal entities governed by the *Creation of a Legal Entity Policy*
- sponsorships
- solicitation or acceptance of donations
- applications to granting programs or acceptance of grants

Definitions

Champion	A university employee who initiates discussion of and proposes a prospective partnership.
External Entity	A legally constituted independent body or agency (private, public or not-for profit) operating separately from Athabasca University.
Memorandum of Agreement (MOA)	A signed official document recording the details of a partnership agreement between the university and one or more external entities, one that creates obligations between or among the signatories. An MOA may impose financial obligations on one or more of the signatories.
Memorandum of Understanding (MOU)	A signed official document recording the details of a partnership agreement between the university and one or more external entities, one that is not intended to create obligations among the signatories. An MOU establishes a general framework for the partnership between or among the signatories and establishes general goals for the partnership.
Partnership	A co-operative arrangement through which the university and one or more external entities work jointly toward realization of a common goal or set of goals and which requires a commitment of resources by both the university and the other entity or entities involved.

Policy Statements

1. Athabasca University recognizes the value of partnerships with external entities to the realization of its mission and strategic goals, including meeting the learning needs of students.
2. Athabasca University recognizes the Calls to Action (2015) of the Truth and Reconciliation Commission of Canada (http://www.trc.ca/websites/trcinstitution/File/2015/Findings/Calls_to_Action_English2.pdf) and demonstrates its commitment to them through its pursuit of partnerships with indigenous groups and organizations.
3. In assessing a proposed partnership with an external entity, safeguarding the university's reputation and the quality of its programs are primary objectives, which can be achieved by



- ensuring adequate resourcing of the proposed partnership
 - testing the feasibility and viability of the goals and objectives of the proposed partnership
 - ensuring that the planned activities and intended outcomes of the proposed partnership are consistent with the goals of the Strategic University Plan, the Comprehensive Institutional Plan and other established institutional goals and objectives.
4. A faculty or staff member proposing a partnership with an external entity must demonstrate the value of the proposed partnership, the availability of the university resources needed to realize the proposed partnership and the appropriateness of allocating such resources to the proposed partnership.
 5. Before signing an MOU or MOA to enter into a partnership with an external entity, the university must exercise due diligence in assessing the strategic, financial, operational, legal and reputational risks associated with the proposed partnership.
 6. MOUs or MOAs, whether drafted by the university or by an external entity, must be approved by the appropriate dean(s), director(s) and vice-president(s) prior to signing by the president. At the discretion of a vice-president, any proposed partnership agreement can, for any reason, be referred to Executive Group for information or approval.
 7. Proposed partnerships of the following types must be approved by Executive Group prior to signing:
 - those involving Athabasca University fee waivers or reductions (e.g., waiver of application fee or out-of-province fees or reduced tuition)
 - those that have the potential to cause unfavourable media attention or political controversy
 - those that pose other potential risks or burdens to the university, such as, but not limited to, financial, information and communication technology, or staffing risks
 - those deemed by a member of Executive Group to fall outside the scope of the Strategic University Plan or the Comprehensive Institutional Plan
 8. The Partnerships and Student Recruitment Unit will ensure that monitoring, evaluation and quality control measures, as outlined in the *Partnerships Procedure*, are strictly adhered to and performed in a timely manner.

Applicable Legislation/Regulations

Canada's Anti-Spam Law (CASL)

Freedom of Information and Protection of Privacy Act (Alberta)

Related References, Policies, and Procedures and Forms

[*Approval of Non-Collegiate Organization Policy*](#)

[*Approval of Non-Collegiate Organization Procedure*](#)



[Conflict of Interest Policy](#)
[Contract Administration Policy](#)
[Contract Administration Procedure](#)
[Creation of Legal Entity Policy](#)
[Creation of Legal Entity Procedure](#)
[Delegation of Expenditure Approval Authority Policy](#)
[Delegation of Expenditure Approval Authority Procedures](#)
[Enterprise Risk Management Policy](#)
[Graduate Transfer Credit Policy](#)
[Undergraduate Transfer Credit Policy](#)
[Partnerships Procedure](#)
[Purchasing Policy](#)
[Non-credit Courses and Activities Policy](#)
[Sponsorship, Donation and Non-Employee Gift Expenditure Policy](#)

History

Governors of Athabasca University, January 12, 2017, Motion # 221-06 (approved)