Procedures for Reviewing and Approving Contracts*
for the Delivery of SFSU Academic Activities to External Entities **
April 2002

1. Proposal Initiation ***

- A full proposal should be prepared for the proposed activity by the
  initiating faculty or administrator, including full description of the
  collaborating organization; format; timelines and location; courses to be
  offered; degrees/certificates to be conferred; type of credit to be awarded;
  faculty involvement; teaching; services; other personnel needed;
  equipment and other resources; complete itemized budget including
  tuition/fees, administrative/service fees, travel, materials and operations,
  and other pertinent information.
- The proposal needs to have the support and approval of the College Dean.
  If the proposal originates from a faculty member, it also needs the support
  and approval of the Department Chair.

2. Proposal Submission

- The completed proposal should be submitted by the College Dean to the
  Dean of the Graduate Division if the proposal involves a graduate program
  or a credential program.
- The completed proposal should be submitted by the College Dean to the
  Dean of Undergraduate Studies if the proposal involves an undergraduate
  program.
- The completed proposal should be submitted by the College Dean to the
  Dean of Extended Learning if the proposal includes a set of courses,
  seminars, or workshops to be offered to non-matriculated students for
  credit, for Continuing Education Units (CEUs), or for neither credit nor
  CEUs.

3. Review, Revision (if necessary), and Approval

- The Dean of Undergraduate Studies, Dean of Graduate Division, and/or
  Dean of the College of Extended Learning will review and approve
  proposals in consultation with key administrators in the Provost’s Office,
  including:

  a. AVP for Academic Planning and Assessment if WASC
     approval is required **** or if a certificate is to be given,
b. AVP for Academic Program Development if a new academic program is anticipated or if an existing program is to be offered off-campus,

c. Director of International Programs if international students or scholars or overseas institutions/organizations are involved.

4. ORSP Review

- All proposals will be reviewed by the Office of Research and Sponsored Programs (ORSP) regarding budgets and involvement of SFSU personnel.

5. Review and final endorsement by the Dean, the Provost, and the Contracts and Procurement Office

- When the proposal is endorsed by all parties, ORSP will forward it to the Dean and the Provost for final review and endorsement before submission to the Office of Contracts and Procurement. *****

6. Contract signed by the partner institution/agency/organization

7. Fully endorsed copies of the contract filed with all units involved

Notes:

* Contracts are defined in these procedures as legally and financially binding commitments between SFSU and one or more external entities.

** External entities are defined as domestic or international partner institutions, agencies, or organizations

*** For the purpose of this document, an academic activity is defined as courses, seminars, workshops, research ventures, services, traineeships, or other endeavors involving the collaboration of parties external to the university. Excluded from this definition are individual courses offered as “contract education” courses by CEL. The procedures for approval of such courses are covered in the Course Review and Approval Guidelines that govern the approval of all new courses.

**** Required if 50% of an academic program is to be offered more than 25 miles from the campus or through distance learning electronically.

***** If the proposal is for an activity to be offered through the SFSU Foundation, then ORSP will submit the proposal to the Foundation instead of the Office of Contracts and Procurement.
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Routing sheet

I. Initiation

Faculty member _______________________________________
(signed) Date

Department of: _______________________________________

Department chair _______________________________________
(signed) Date

Department of: _______________________________________

College dean _______________________________________
(signed) Date

College of: _______________________________________

II. University Review

Approval by appropriate university dean(s):

Dean of Undergraduate Studies _______________________________________
(signed) Date

Dean of The Graduate Division _______________________________________
(signed) Date

Dean, College of Extended Learning _______________________________________
(signed) Date

III. Additional Approvals (if necessary)

Associate Vice President for Academic Planning and Assessment

(signed) Date

Associate Vice President for Academic Program Development

(signed) Date
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Director of International Programs

_______________________________________
(signed)               Date

IV. Office of Research and Sponsored Programs Review

Associate Vice President for Research and Sponsored Programs

_______________________________________
(signed)               Date

V. College Dean's and Provost's Final Review

Dean

_______________________________________
(signed)               Date

Provost and Vice President for Academic Affairs

_______________________________________
(signed)               Date

VI. Submission to the Office of Contracts and Procurement

_______________________________________
Date