

Education Affiliation Development Process

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Category:	Education
Department Responsible	Education Council
Current Approved Date:	2017 Apr 06

Objectives

The purpose of educational affiliations is to extend the Institute’s ability to develop exemplary learning experiences for students, provide opportunities for faculty development, and create collaborations for applied research and scholarship. Affiliations may be developed with other educational institutions, business/industry, and community organizations, among others. This procedure outlines the process for developing educational affiliations, and aligns with the broader contract development process outlined in Procedure 2501-PR1.

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Who This Procedure Applies To

This procedure applies to BCIT employees involved in the development of educational affiliations.

Duties and Responsibilities

Affiliation Initiator

The affiliation initiator can be a member of a school, a director, dean, or vice president. The initiator is responsible for seeking approval of the responsible dean prior to proceeding with exploratory discussions with a potential partner with the intention of pursuing an educational affiliation. If exploratory discussions result in a decision to begin negotiations with a potential partner, a memorandum of understanding (MOU) is usually the first formal step.

Office of the Vice President, Academic

BCIT’s VP Academic Office will conduct a due diligence review to ensure any educational affiliations are entered into with appropriate partners. Criteria will include (but are not limited to) the proposed partner’s reputation, record of success and quality, legal status, financial standing, status of existing affiliations, rationale for affiliation, and any risks.

Approver

Educational affiliation documents are usually signed by the Vice President Academic. The Vice President Academic has discretion to determine whether a proposed partnership falls under the

educational affiliations policy or whether it aligns with other types of institute partnerships (as per Policy 2501, Contracts).

Procedure

Developing an educational affiliation usually involves the following three phrases:

- A. Exploratory discussions
- B. Developing a memorandum of understanding
- C. Developing an educational affiliation agreement for a specific initiative

See Figure 1 (below) for a flowchart illustrating steps in the process.

A. Exploratory Discussions

Educational affiliation initiatives may originate from various areas of the Institute, including schools, departments, and the BCIT Leadership Team. Each proposed partner needs to be considered carefully to ensure alignment with the “Guiding Principles for Educational Affiliations,” outlined in the related Policy.

The affiliation initiator is responsible for identifying and assessing the risks associated with any affiliation. The first step is to seek approval from the responsible dean to enter into exploratory discussions with the potential partner. The initiator discusses the proposed affiliation with the dean, and with verbal approval, the initiator can proceed with preliminary investigations including internal and external discussions/consultations. If the proposed partner is international, or the proposed partnership involves international students or programs, approval is required from both the school dean and the Dean of International Education before proceeding with exploratory discussions. If the proposed partnership is research oriented, approval is required from the school dean, with consultation with the Dean of Applied Research, before proceeding with exploratory discussions. If these discussions indicate that an affiliation may be advantageous to both/all parties, the initiator then completes the Educational Affiliation Briefing Note template (see Appendix A) to inform decisions regarding collaborating with the proposed partner (contact the VPA Office for the template and assistance in completing it.) The affiliation initiator submits the completed briefing note to the VPA Office for review/approval.

B. Memorandum of Understanding

In most cases, educational affiliations will require a memorandum of understanding (MOU) between/among the parties. MOU's define the broad objectives and potential scope of activities of the affiliation and are typically not legally binding. This document signals the intent to collaborate, outlines broad areas of potential collaboration, and ensures support from the BCIT Leadership Team to pursue initiatives of interest to all parties on the MOU. The VP Academic will decide whether an MOU is required/desirable in a particular situation. If an MOU is needed, the initiator should complete the standard BCIT MOU template (contact VPA Office). MOU's for educational affiliations are usually signed by the Vice-President Academic (as per Contracts Policy 2501).

C. Educational Affiliation Agreements

As individual initiatives are developed under the MOU, each initiative should be defined by an educational affiliation agreement, outlining the purpose, roles and responsibilities of all partners, governance structure, and financial terms.

The affiliation initiator develops an educational affiliation agreement using an established BCIT template (contact the VPA Office for templates and assistance with developing educational affiliation agreements). The initiator needs to ensure adequate consultation with relevant departments involved in or affected by the proposed agreement (such as school

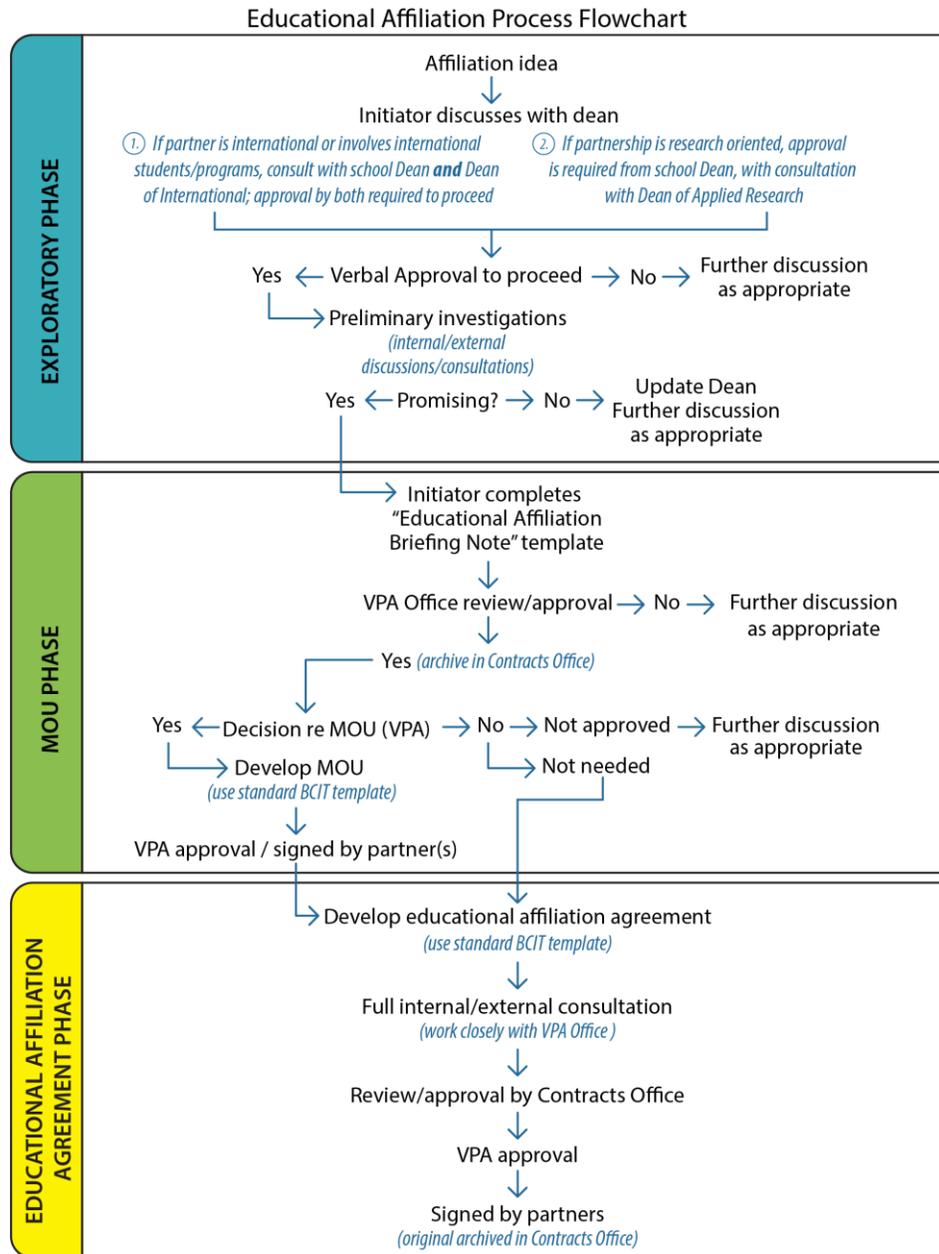
Procedure

faculty/staff, Registrar's Office, Student Services, etc.). Internal consultation is incorporated for awareness, guidance and support for the initiative. If the initiative involves an international partner, or the partnership involves international students/programs, the affiliation initiator will consult with the International Education Office for guidance. If the initiative involves a research partner, the affiliation initiator will consult with the Applied Research Liaison Office for guidance. Each educational affiliation agreement will specify terms for dates of review and renewal and will include mechanisms for dispute resolution, non-compliance, and cancellation of the agreement. After review/approval by the Contract Office, educational affiliation agreements are signed by the Vice-President Academic (as per Contracts Policy 2501).

Educational affiliation agreements that involve the development of a new program (domestic or international) will need to follow the process and use the appropriate templates as outlined in BCIT's Policy 5401, Program Development and Credentials, and associated procedures. All initiatives are expected to have approved educational affiliation agreements prior to launching related activity.

Procedure

Figure 1: Educational Affiliation Process Flowchart



Specific Cases

A. Industry Partnership Certificates

Where schools propose to create an industry partnership certificate, the program champion for the proposed program completes the educational affiliation briefing note to outline pertinent information about the proposed industry partner. This will accompany the Notice of Intent for the proposed program, for approval by the VP Academic Office.

Procedure

B. Including Industry Names in Program Names

Where schools propose incorporating the name of an industry, organization, etc. into the name of a proposed program (for example, Diploma in Automotive Service Technician – Ford), the program champion for the proposed program completes the educational affiliation briefing note to outline pertinent information about the proposed industry partner. This will accompany the notice of intent for the proposed program, for approval by the VP Academic Office.

Forms Associated With This Procedure

- Educational Affiliation Briefing Note template (Appendix A)
- Memorandum of Understanding template
- Templates for Educational Affiliation Agreements
- Proposal templates for credentialed programs

Amendment History

1. Created 2017 Apr 06

Appendix A: Educational Affiliation Briefing Note template**Educational Affiliation Briefing Note**
[Date]

PREPARED BY: [Affiliation Initiator – Name, Department, Contact Information]

PROPOSED PARTNER

[Identify the proposed partner (full name), address, and name of contact. State whether the proposed partner is a public or private institution/organization. Briefly outline the partner’s mission/vision/strategic direction.]

PURPOSE

[Outline the purpose of the broad affiliation, and any specific initiatives being considered. Describe advantages to BCIT in collaborating with the proposed partner.]

BACKGROUND TO AFFILIATION

[Describe the background/current status of discussions related to the proposed affiliation.]

PARTNER REPUTATION

[Describe the partner’s reputation with a focus on their:

- record of success
- record of affiliation with other institutions/organizations
- experience in similar initiatives
- policies/procedures related to these initiatives
- quality assurance processes.]

PARTNER FINANCIAL/LEGAL STANDING

[Comment on the proposed partner’s ownership, financial and legal standing, and stability.]

RISKS

[Outline the nature of risks assumed by BCIT in affiliating with the proposed partner (e.g., reputational, financial, legal, regulatory changes, other). Describe any other potential negative impacts on BCIT (e.g., limit to flexibility in affiliating with others, etc.). Identify any consequences if the affiliation is not pursued by BCIT.]

CONFLICT OF INTEREST

[Identify any conflict of interest issues in the proposed affiliation.]

IMPACT/CONSULTATION

[Describe anticipated impact on BCIT departments, and outline any consultations to date with involved/affected departments.]