This framework is intended to serve as a resource for faculty interested in developing a multi-university program with colleagues at another UMS university. The sequence and substance of the elements presented below is **not** compulsory; faculty collaborations are not bound by this model.

Memorandum of Understanding (MOU) between

University A and

University B

regarding Program Name

The University A and University B agree to establish a collaborative relationship between the Department/School/Unit A and Department/School/Unit B for the purpose of short rationale.

This MOU will be effective beginning Date and remain in effect through Date.

This collaboration benefits students, faculty, the Universities, and the state of Maine, including:

* Benefit 1 (e.g. expands research collaboration)
* Benefit 2 (e.g. expands curricular opportunities for students)

Timeline and approach

[Explain when collaborative offerings will be launched, whether certain courses will be offered in a regular rotation (and when, and by which University), and related details.]

General contributions of each University

University A and University B will collaborate in the planning, management, and delivery of programs offered through this MOU. The partnering academic Units will consider the needs of their counterpart(s) and communicate proactively about curriculum, modalities, staffing, technology, and other matters bearing on the delivery of the program.

For any course covered by this MOU:

* Departmental leadership in the partnering Units agree to co-administer course scheduling, including specific offerings, their sequencing, and their modalities.
* Departmental leadership in the partnering Units agree to alert their counterparts to any major changes to course scheduling and/or curriculum likely to impact the number of students participating in the jointly delivered program.
* Faculty advisors and/or professional advisors in the partnering Units agree to collaborate on student registration, advising, and retention efforts.
* Departmental leadership in the partnering Units will consult with financial aid directors and registrars at the partnering Universities prior to the formalization and launch of the jointly delivered program.
* Students enrolled in courses in program delivered at the partner University/Universities will have access to the same services as any other student and will be governed by the same policies. Services will be course-specific, but may include:
* access to course textbooks and materials
* access to course-specific tutoring
* access to classroom technology tools
* technology help-desk access for issues arising specific to this course
* access to unique library offerings
* access to on-campus parking
* access to campus safety services
* access to identification cards indicating the student’s joint-campus relationship
* access to transportation for classroom field-trips
* access to affiliated student clubs and organizations
* services for students with disabilities will be extended on each campus to any student affected by this MOU. This may include classroom accommodations or classroom accessibility features covered under Title IX and the ADA.
* Enrollment Management representatives at both Universities will be invited to advertise recruitment benefits arising from the jointly delivered program and feature the collaboration in marketing materials and other outlets.
* All students in the University of Maine System are governed by a common Student Conduct Code, although University-level procedures vary. Alleged student violations of academic integrity will be adjudicated by the appropriate offices at the home University of the instructor. Alleged violations of conduct outside the classroom will be adjudicated by the student’s home University. Each university will support the other in fact-finding as needed and share case outcome information when the information impacts the activities or services of the other. University B staff will assist in providing University A staff with crime statistics required to meet Clery reporting requirements if needed and vice versa.
* Participating Units may choose to collaborate in course crosslinking in the UMS student information system, learning management system, and other course management tools. Crosslinking is not mandatory.
* Enrollment and credit-hour reporting is the joint responsibility of the participating Units with assistance from University and/or UMS Institutional Research staff.
* Students taking 50% or more of their credits away from their home University in a given semester through the curricular pathway outlined in this MOU will remain students of the home University.
* University A is responsible for ensuring academic program integrity standards of quality, rigor, and assessment for all courses in a student's curriculum, including courses covered in this MOU. When sharing courses between two Universities, academic leaders will regularly review the continued applicability of shared courses, just as a department would ensure the overall quality and rigor of the courses offered within the home department. If concerns arise about a course offered at University B, administrators at both Universities will collaborate to determine whether the course is still an appropriate fit for this MOU.
* In cases where program accreditation is a concern, administrators at both Universities agree to share accreditation information for courses within the scope of this MOU.
* Faculty and administration at the partner Universities agree to communicate prior to major changes to course objectives, modality, prerequisites, or timing.
* University A and/or University B will manage all student information, student coding, financial aid application and dispersal, student services, registration, communication, billing, waivers, and appeals processes for students affected by this MOU unless otherwise stipulated in this MOU.
* Partnering Units will adhere to faculty governance procedures, including those concerning the approval of major curricular changes by the appropriate faculty governing body per the governance documents and/or faculty senate or assembly bylaws of the Universities involved.
* Regarding faculty at one University who teach courses delivered by the partner University or Universities, please see Article 7.7 of the AFUM contract.

Revenue sharing

University A and University B agree to share 50% of per-student tuition revenue, defined as details of how tuition is calculated (e.g., the current in-state, on-campus undergraduate tuition rate for each University A and University B student enrolled in an MOU course). This revenue sharing will be in place for defined term of the agreement.

In year X of this agreement, the partnering Units will review contributions to, and costs encumbered by, their Units in the delivery of the program. The revenue sharing agreement may be recalculated after this review to better reflect the contributions of the partners.

**Program learning outcomes and assessment**

All collaborative programs should have measurable student learning outcomes and an assessment plan. Assessment processes and expectations differ depending on the type of program. The following are three options for describing the assessment process depending on the nature of the program.

New programs delivered across multiple campuses (e.g. cooperating department / multi-University program)

University A and University B agree to develop an assessment structure comprising a common set of student learning outcomes, curriculum maps, agreed-upon instruments for assessment, and a coordinator for the overall process and data collection.

* The common program learning outcomes are:
	+ Insert common program learning outcomes
* The assessment process follow the procedures of (University A or B). This institution will be referred to as the APRT (Assessment Process and Reporting Timeline Campus).
* The assessment process will be coordinated by (title or office).
* During year one of the collaboration, the coordinator, program leaders, and faculty will create an APRT-campus approved systematic process for assessing and developing the program. This will include the development of a Curriculum Map and an Assessment & Redressment Plan. The program will adhere to the requirements for program development planning at the APRT Campus.

Existing programs in the same field across multiple campuses

If desired, University A and University B agree can develop an assessment structure for assessing learning outcomes common to both programs. If no shared outcomes exist, programs may agree to co-develop several that address the learning expectations of both programs.

The assessment structure may comprise the learning outcomes, curriculum maps, agreed-upon instruments for assessment, and a coordinator for the overall process and data collection.

* The common program learning outcomes are:
	+ Insert common program learning outcomes
* The assessment process will follow the procedures of (University A or B). This institution will be referred to as the APRT.
* The assessment process will be coordinated by (title or office).
* During year one of the collaboration, the coordinator, program leaders, and faculty will create or update an APRT-campus approved systematic process for assessing and developing the common learning outcomes. This will include the development of a Curriculum Map and an Assessment & Redressment Plan.

Existing program with courses delivered at multiple campuses

University A and B agree that both will contribute to the assessment of the program learning outcomes. The assessment will comprise the learning outcomes, curriculum maps showing which collaborative courses meet which outcomes, agreed-upon instruments for assessment, and a coordinator for the overall process and data collection.

* The program learning outcomes are:
	+ Insert common program learning outcomes
* The assessment process will follow the procedures of (University A or B). This institution will be referred to as the APRT.
* The assessment process will be coordinated by (title or office).
* During year one of the collaboration, the coordinator, program leaders, and faculty will create (or update) an APRT-campus approved systematic process for assessing the learning outcomes across courses at both Universities. This will include the development of a Curriculum Map and an Assessment & Redressment Plan.

Additional details

Add any further details about the nature of this MOU. For example, an MOU for collaborative course offerings might use this section to outline:

* The courses included (including sample syllabi and course objectives)
* Course transfer equivalencies
* Courses' fulfillment of general education requirements
* Whether courses must carry a specific grade to count toward a major
* Whether prerequisites will be waived
* How credit hours will be “counted” (e.g. does the away campus count the student in its overall headcount)
* Whether grades obtained at University B count toward GPA at University A.

Implementation and agreement review

The [Chief Academic Officers] of the collaborating universities are responsible for implementing this MOU, identifying and incorporating any changes in subsequent MOUs, and conducting a review of this MOU in partnership with program faculty on review date(s).

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Name

University A Date

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Name

University B Date