

DIN: 1010-2-05
Name of Process: Developing and Documenting Partnership Agreements

Purpose

This process guides the development of partnership agreements using the Blueprint for Partnerships form, the Work Plan, and Identifying Existing and Planned Partnership Agreements. This process ensures that partnerships that are formed on a firm foundation of agreed upon areas of agreement so that the partnership

Scope

This process applies to anyone developing and/or documenting a partnership between the college and/or university and another entity. This includes agreements between divisions/sections of Northwest Technical College and Bemidji State University.

Definitions

The following is a list of key definitions:

Term/Phrase	Definition
Blueprint for Partnerships Template	Form that outlines the components of an official partnership.
Work Plan	Plan that lists goals of the group, who will do what, and by when.
Identifying Existing and Planned Partnerships Activities form	This is a worksheet that the members of the potential partnership group complete. It identifies current tasks by both institutions, joint tasks currently being conducted by both institution. The next step is to plan what each institution will do in the future separately and jointly.
Institutional signatories	The Provost of the university and the Dean of the technical college who are responsible for signing partnership agreement documents.

Process

The table below describes responsibilities for this process:

Stage	Who	Description	
1	Individual or group of college or university	When a partnership either exists or has the potential to exist between a division/section of the college or university, a member of one of the groups may directly approach the potential partnership group to complete the Blueprint for Partnerships Template, the Work Plan Template, and the Identifying Existing and Planned Partnerships Activities.	
2	Partnership proposer	IF both groups agree that there is or exists potential for partnership between the groups,	THEN, the process forms are completed.
		IF both groups do not agree,	THEN, the process forms are not completed.
3	Participants	Bring the completed form to the signatory from their respective institutions.	

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4	Signatories	IF the signatories both sign,	THEN the signed document is brought to the president for signature
		IF both signatories do not sign,	THEN the non-signor provides rationale for this action and returns the document to the originator.
5	President	IF President signs	THEN institutional signatories track the agreements using the tracking sheet and request and review progress reports at the end of each semester.
		IF President does not sign	THEN the president provides rationale for this action and returns the document to the institutional signatories for returning to originator.

Supporting references

Listed below are college documents that support this process:

1010-4-05 Blueprint for Partnerships Template

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