

## Affiliation Agreement Helpful Hints

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1. As a state agency there are several common affiliation agreement provisions that UTA cannot agree to leave in an agreement. All affiliation agreements are reviewed by the Office of Legal Affairs.
2. Always start by asking the facility to sign the UTA standard affiliation agreement for your program. These templates are pre-approved by the Office of Legal Affairs. If a facility signs the UTA standard template, without any changes, then the agreement can be sent directly to Vice Provost Aswath for signature. Any requested changes to the UTA template will have to be sent to the Office of Legal Affairs for review.
3. Start the process as early as possible.
4. Alert your students that affiliation agreements can take at least 6-8 weeks (sometimes longer) depending on the facility.
5. Any change made by UTA to a facility's agreement usually requires the approval of the facility's legal department, which adds to the time it will take to get a completed agreement.
6. You are the main point of contact with the facility. You are in the best position to tell the facility and the Office of Legal Affairs about your program and what will work best for your program and your students. The main goal is always to help you make your program function as smoothly as possible.
7. Out of state agreements, especially those in California or Colorado will take longer due to differences in state law. Please alert your out of state students that, due to differences in state law, out of state agreements can take up to four (4) to six (6) months to complete the process.
8. Send all affiliation agreements, both new and on-going, to [contracts@uta.edu](mailto:contracts@uta.edu) to ensure they are routed correctly and completed on time.
9. The Office of Legal Affairs will complete an initial review of all agreements within approximately five (5) business days. All agreements are reviewed in the order they are received.

10. When sending an agreement to [contracts@uta.edu](mailto:contracts@uta.edu) please include any relevant previous communication with the facility, and state in the email if this is a response to UTA's redlines or a new agreement.
11. The signature authority for all UTA affiliation agreements is: Pranesh B. Aswath, Ph.D., Vice Provost for Academic Planning and Policy.
12. Email all Office of Legal Affairs approved affiliation agreements to Janelle Herron at [janelle.herron@uta.edu](mailto:janelle.herron@uta.edu). She will make sure they are signed by the Vice Provost.
13. When sending an approved Affiliation Agreement to Janelle Herron, please include in the email how you would like to have the agreement returned to you: scanned and emailed, sent by campus mail, or if someone will come to pick it up. If no selection is made in the email, it will be sent by campus mail.
14. Agreements are typically signed by the Vice Provost on Wednesday and Friday afternoons.
15. UTA is not able to complete affiliation agreements by DocuSign at this time. This is a frequent request by facilities, but one we cannot accommodate.
16. Make sure to keep a signed copy of the agreement when you receive it back from the Vice Provost's office. Neither the Office of Legal Affairs nor the Vice Provost's office will keep a copy.

**If you have any questions about Affiliation Agreements, please send them to [contracts@uta.edu](mailto:contracts@uta.edu).**