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**Topic**

*Academic Administration* [1]

**Policy Number**

100-10

**Reviewed Date**

January 13, 2013

**Responsible Office**

- Office of the Executive Vice Chancellor and Provost [2]

**Purpose**

UCSF may enter into affiliation agreements when it has been determined that the benefits and contributions of such affiliations substantially enrich and expand the teaching, research, clinical care, or public service programs of the campus. Affiliated institutions must be committed to excellence and demonstrate a record of achievement in their field. Agreements must articulate the commitments and responsibilities of each institution, and specify terms for reimbursement for all services provided by UCSF to an affiliated institution.

This policy establishes guidelines and responsibilities for entering into affiliation agreements between UCSF and other institutions or hospitals.

**Definitions**

*Domestic Training Affiliation Agreements*

Written agreements initiated by a department or school for the training of UCSF students, postdocs or fellows, or the accommodation of UCSF faculty researchers or instructors at another domestic U.S. university or institution; and/or the training of students, postdocs or fellows, or the accommodation of faculty researchers or instructors, from other domestic U.S. universities or institutions, at UCSF.

*Foreign or International Training Affiliation Agreements*

Written agreements initiated by a department, school or a Chancellor? s program/unit for the training of UCSF students, or the accommodation of UCSF faculty researchers or instructors at a foreign or international university or institution; and/or the training of students and the accommodation of faculty researchers or instructors, from a foreign or international university or institution, at UCSF.

*Institutional Affiliation Agreements*
Institutional Affiliation Agreements: Written agreements whereby the campus enters into affiliations for specific purposes, which may include, but are not limited to training. These agreements may cover the provision of faculty and staff for hospital and patient care services (e.g., San Francisco General Hospital, Veterans Affairs Medical Center), and/or research programs involving facilities, operational agreements, or personnel agreements (e.g., the Gladstone Institutes, the Howard Hughes Medical Institute, the Ernest Gallo Clinic and Research Center, the Northern California Institute for Research and Education). See Life Cycle of an Institutional Affiliation Agreement.

Policy

A. Domestic training affiliation agreements are initiated by a department or school, which is responsible for drafting a written proposal and submitting it to the appropriate dean for review and approval prior to negotiating an agreement with a proposed domestic affiliate. Approval from the department chair is required for all proposed domestic training affiliation agreements prior to submission to the appropriate dean’s office. The dean of each school has been re-delegated authority by the Chancellor to enter into domestic training affiliation agreements.

1. Agreements must clearly articulate the expectations, responsibilities and liabilities of each entity for research, teaching, public service and patient care activities. Affiliates must expressly agree to cover the full cost of services provided by UCSF, either through the reimbursement of indirect costs or by payment for specific services provided. All agreements must conform to all University policies and requirements including, but not limited to, those related to intellectual property (i.e., patents, licenses, copyright, etc.), publications, insurance, indemnification, personnel, and use of the University name.

2. The originating department and/or school is responsible for obtaining required reviews and approvals, negotiating, and administering training affiliation agreements with domestic institutions.

3. Standardized templates approved by Campus Counsel are to be used, unless a request for exception is approved prior to execution by Campus Counsel.

4. UCSF reserves the right to audit any and all records of affiliates consistent with applicable laws and University policies.

B. Foreign or International Training Affiliation Agreements are initiated by a department, school or a Chancellor’s program/unit, which is responsible for drafting a written proposal and obtaining any necessary approvals. Departments are responsible for submitting proposed agreements to the appropriate dean for review and approval before submission to the Office of the Executive Vice Chancellor. Individual departments developing proposals for foreign or international training affiliation agreements must notify the appropriate dean within each school early in the development process. In addition, consultation with UCSF Global Health Sciences prior to submission of a proposal to the Executive Vice Chancellor is recommended. Approval by the department chair and the appropriate dean is required for all proposed foreign or international training affiliation agreements submitted by a department or school to the Executive Vice Chancellor. However, agreements initiated by a Chancellor’s program/unit will be submitted directly to the Executive Vice Chancellor. The Executive Vice Chancellor has been re-delegated authority by the Chancellor to enter into foreign or international training
affiliation agreements.

1. Foreign or international training affiliation agreements will be evaluated through the Office of the Executive Vice Chancellor by an appropriate standing committee of the UCSF Global Health Sciences to assess proposals for potential contributions of academic merit and benefit to the University. The Senior Vice Chancellor - Finance and Administration will review and evaluate the proposed agreement as to business, financial, and legal matters.

2. Agreements must clearly articulate the expectations, responsibilities, and liabilities of each entity for research, teaching, public service, and patient care activities. Affiliates must expressly agree to cover the full cost of services provided by UCSF, either through the reimbursement of indirect costs or by payment for specific services provided. All agreements must conform to all University policies and requirements, including but not limited to those related to intellectual property (i.e., patents, licenses, copyright, etc.), publications, insurance, indemnification, personnel, and use of the University name.

3. UCSF reserves the right to audit any and all records of affiliates consistent with applicable laws and University policies.

C. Institutional Affiliation Agreements are initiated by a department or school, which is responsible for drafting a written proposal and submitting it to the appropriate dean for review and approval before submission to the Office of the Executive Vice Chancellor. Individual departments, when developing proposals for institutional affiliation agreements must notify the appropriate dean within each school early in the development process. Approval by the department chair and the appropriate dean is required for all proposed institutional affiliation agreements. The Executive Vice Chancellor is responsible for negotiating and administering all institutional affiliation agreements.

1. Institutional affiliation agreements will be evaluated by an ad hoc committee comprising members of the Academic Senate, as recommended by the Academic Senate Committee on Committees and appointed by the Executive Vice Chancellor, to assess proposals for potential contributions of academic merit and benefit to the University. The Senior Vice Chancellor - Finance and Administration will review and evaluate proposed agreements as to business, financial, and legal matters.

2. Agreements must clearly articulate the expectations, responsibilities, and liabilities of each entity for research, teaching, and patient care activities. Affiliates must expressly agree to cover the full cost of services provided by UCSF, either through the reimbursement of indirect costs or by payment for specific services provided. Agreements must specify service level commitments and method of reimbursement. All agreements must conform to all University policies and requirements, including but not limited to those related to intellectual property (i.e., patents, licenses, copyright, etc.), publications, insurance, indemnification, personnel, and use of the University name.

3. All Institutional Affiliation Agreements shall include language requiring formal, periodic reviews at no more than five-year intervals.

4. UCSF reserves the right to audit any and all records of affiliates consistent with applicable law and University policies.
Responsibilities

A. The appropriate vice chancellor or dean, or dean's designate, is responsible for ensuring that UCSF faculty and staff comply with the terms of affiliation agreements.

B. Approval Authority:

1. Authority to enter into domestic academic training agreements is delegated to the deans.

2. Authority to enter into foreign or international training affiliation agreements is delegated to the Executive Vice Chancellor.

3. Authority to enter into institutional affiliation agreements is delegated to the Executive Vice Chancellor and Senior Vice Chancellor - Finance and Administration. Institutional affiliation agreements may require additional review and approval by units including, but not limited to, the UC General Counsel and the Office of the President. These approvals will be sought by the Executive Vice Chancellor.

4. Agreements involving lease, rental, or commitments of space must be approved by the Office of Real Estate Services. Agreements that include services provided by campus units must be approved by the dean or vice chancellor responsible for the units providing services.

5. Agreements that require the provision of services and/or activities at the UCSF Medical Center must be approved by the Medical Center Chief Executive Officer or designee(s).

C. Annual Reports: Schools shall submit annual reports of all domestic training affiliation agreements executed in accordance with their delegated authority to the Office of the Executive Vice Chancellor by June 30 of each fiscal year.

D. Program Reviews: The Executive Vice Chancellor shall oversee the completion of a comprehensive review of all Affiliation Agreement elements (i.e., academic program, administration and finance) at a minimum of every five years.

Related Policies

- 100-30 - Continuing Education Programs [3]
- 500-10 - University Support Groups [4]

References

- UCSF Campus Code of Conduct [5]
- Bylaws and Standing Orders of The Regents, [6] Office of the President: Duties of the President of the University [7], Section 100.4(dd)(6)
- President Gardner, Delegation of Authority--Affiliation Agreements, 12/8/86
- Chancellor Martin, Delegation of Authority--Affiliation Agreements, 1/4/95
- Procedural information is available from the Office of the Executive Vice Chancellor and Provost