UTEP collaborates with many universities around the world for activities that enhance the University’s educational goals including but not limited to student international experiences and international research. To formalize these relationships, it is necessary to follow all applicable procedures, policies and guidelines required by UTEP’s regional accrediting association, The Southern Association of College and Schools (SACSCOC) and the University of Texas System (UT System). For more guidance and details, please contact us at academicagreements@utep.edu.

Academic Agreement Proposal and Approval Process

1. Contact your Academic Agreements Representative to determine if there are existing agreements with the proposed institution.

2. Prepare a draft agreement and an Approval Form. Submit both documents to your Academic Agreements Representative. Your Representative will forward documents to the Office of the Provost. Please allow 2 to 6 weeks to receive feedback.

3. After receiving feedback, share the revised or updated agreement with the partnering institution(s). This step can vary in time depending on negotiations and the number of revisions necessary.

4. Secure signatures. Provide partnering institution(s) with a copy of the fully executed agreement.

This diagram is a generalization of all steps. Click here to view the process in detail.
**Step 1**

1. Contact the Academic Agreements Coordinator at the Office of the Provost to determine if there are already existing agreements with the proposed institution.

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   academicagreements@utep.edu  
   (915) 747-5725

2. Discuss the initiative with your Academic Agreements Representative designated to your area to confirm support for the initiative.

**Step 2**

1. Prepare a draft agreement using the UT System pre-approved Academic Agreement templates. The use of these templates will speed up the approval process. If the templates do not meet the scope of your agreement, please discuss available options with your Academic Agreements Representative. On occasion, the partnering institution may provide the initial draft. Please ensure the agreement draft is in a Word document.

2. Complete an Approval Form with all required signatures indicated.

3. Submit the draft agreement and the Approval Form to your Academic Agreements Representative. The Representative will facilitate communication with the Office of the Provost.

4. The Office of the Provost will review the draft agreement and route it to the necessary UTEP offices for review and approval. Depending on the necessary signatures, your Academic Agreements Representative will receive feedback within 2 to 6 weeks.

   *The agreement draft should remain unsigned and in Word document format at this step of the process.*

**Step 3**

1. Upon receiving the final (or updated) agreement, the Academic Agreements Representative will forward the agreement to the faculty member or initiator of the agreement.

2. The faculty member or initiator of the agreement may now share the final (or updated) agreement with the partnering institution to review or approve. Changes to the UTEP agreement should be marked with tracked changes in a Word document and returned to the UTEP Academic Agreements Representative.

3. The College Representative should return the revised or approved agreement to the Office of the Provost for review and final approval. This step may be repeated multiple times until negotiation is reached.

   *The agreement draft should remain unsigned and in Word document format at this step of the process.*
**Step 4**

1. Following the agreement of all partnering institutions, copies of the final agreement will be provided to the Academic Agreements Representative to organize securing signatures from the partnering institution. The UTEP President, or designee, will sign last.

2. The Academic Agreements Representative will be provided with an original copy of the fully executed agreement to send to the partnering institution.