

## *e-MOU System and Academic Agreement Review Process*

### **About the e-MOU System and the Academic Agreement and Project Advisory Group**

In fall 2011, the university established a new e-MOU system for reviewing and approving academic agreements electronically. To complement this system, the Office of the Provost has also established a new way of addressing the issues raised in the development of complex agreements, which may require the involvement of several academic administrative units.

The e-MOU system does several things to expedite and improve the development of academic agreements.

- First, it formalizes a kind of “one stop shop” to help faculty and administrators seeking to develop agreements; project originators simply go to <http://emou.gmu.edu>, complete the short preliminary web form, and are then guided through the entire process by one of two agreement administrators, one each for domestic and international arrangements.
- Second, the e-MOU system helps develop stronger agreements that better protect the university’s interests, maintains better and more complete records on its many activities and commitments, and thus in turn helps the university meet its many reporting and regulatory obligations. As part of the e-MOU system, the university is developing standard agreement templates for agreements.

While many arrangements can follow standard agreement templates and be developed entirely through the electronic process, some projects are more complex or establish new kinds of enterprises, and require coordination across multiple academic administrative units. Complex agreements such as dual degrees, joint degrees, or multiple partner agreements will be channeled through the e-MOU process but deeper discussion will occur in a face-to-face meeting between the originator and the Academic Agreement and Project Advisory Group (AAPAG). AAPAG will comprise representatives of key administrative offices who will meet monthly in a manner similar to Grad Council (i.e., with monthly submission deadlines and a predetermined agenda and schedule) to review and advise project originators about procedures or issues relevant to proposed projects. The group will have a regular core (representatives for university counsel, academic affairs, registrar, budget, etc.) and invite others as circumstances require. Project originators will be able to get help from multiple administrative offices and work out complex administrative matters in a face-to-face meeting.