

UC Davis Policy and Procedure Manual

Chapter 210, Instruction

Section 05, Affiliation Agreements

Date: 8/14/12

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Responsible Department: Materiel Management; Health System Contracts

Source Document: Presidential Delegation DA 0916, To Execute Certain Affiliation Agreements with Other Institutions or Hospitals

I. Purpose

- A. This section provides the policy and procedures for securing affiliation agreements with other institutions, hospitals, or organizations to further the educational, public service, or research mission of the University.
- B. Additional policy and procedures regarding affiliation agreements at UCDHS are provided in UCDHS Policies and Procedures Manual [Section 2912](#).

II. Definition

Affiliation agreement—a legally binding contract that sets forth the terms and conditions under which The Regents of the University of California and another accredited academic institution (e.g., institute of postsecondary education or medical facility) agree to furnish education, training, or clinical experience that is integral to a specific institutional academic degree or course objective but is not available at the home institution.

III. Policy

- A. An affiliation agreement must be established whenever a campus unit is involved in one of the following:
 - 1. Training of UC Davis students by an organization other than the University of California.
 - 2. Training of UC Davis students by UC Davis faculty at a non-University of California facility.
 - 3. Training of non-University of California students at UC Davis.
 - 4. Sharing of resources that further the educational, public service, or research goals of the University of California.
- B. The individual identified in [DA 0916](#) is authorized to execute affiliation agreements, except those agreements involving direct University financial obligation or programs not previously approved by The Regents that must be forwarded to UC Office of the President for approval.

IV. Requirements

- A. Proposed affiliates must be accredited institutions that will bring a training setting unavailable to the University or will bring well prepared trainees whose educational need are in accord with the University's mission.
- B. Agreements should include consideration of minimizing risks to students, trainees, employees, and clients; supervision; training; academic credit; and tax issues if payment is involved.
- C. Agreements generally have an initial term of 3 years or less.
- D. Provisions regarding supervision, remuneration, insurance, and indemnification commonly require additional negotiation by either the department or the appropriate contracts office.

- E. Departments must ensure that the University's obligations under the terms of the agreement are carried out, paying particular attention to the following:
 - 1. Verifying certification of trainees' immunizations (when required).
 - 2. Providing trainees orientation to the training facility (including infection control procedures in medical training).
 - 3. Providing specified supervision to trainees.
 - 4. Notifying the department chair, dean, vice chancellor, or appropriate contracts office of any difficulties in complying with University responsibilities, an affiliate's noncompliance, or any dispute between the University and the affiliate regarding an agreement.

V. Procedures

- A. The department shall include the following elements in the request for an affiliation agreement:
 - 1. Programmatic requirements.
 - 2. Mutual benefits to each institution.
 - 3. Resources to be used in support of training/educational activities.
 - 4. Compensation to be paid to either institution.
- B. The request for affiliation must be approved by the dean or vice chancellor to whom the department reports.
- C. The approved request is forwarded to the appropriate contracts office for negotiation and execution of the agreement.
- D. The contracts office forwards copies of the final agreement to the participating departments.

VI. Further Information

Additional information is available from the Contracting Services (Davis campus; 752-0370, <http://purchasing.ucdavis.edu/about/index.cfm?opt=1>) or Health System Contracts (Sacramento campus; 734-3820, <http://www.ucdmc.ucdavis.edu/healthsystemcontracts>).

VII. References and Related policies

- A. UC Office of the President (<http://policy.ucop.edu/>):
 - 1. DA 0916, Delegation of Authority—To Execute Certain Affiliation Agreements with Other Institutions or Hospitals.
 - 2. DA 1013, Delegation of Authority—To Approve Affiliation Agreements Following Authorization by The Regents.
 - 3. Standing Order 100.4(dd)(5), Duties of the President of the University.
- B. UCD Policy and Procedure Manual, [Section 330-05](#), Business Contracts.