

Stakeholder Groups														
Template Key P - Propose A - Approve (moves to the next level) I - Provide Input D - Decide (final approval) N - Notify	Board	President	Chair(s)	Applicable Dean(s)	Faculty Assembly	Select Faculty	Leadership Team	Appropriate Director(s) or Manager(s)	Staff Assembly	Student Assembly	Select Students	Supervisor(s)	Other (i.e. Legal Counsel, Third Party Contractor, etc.)	Notes
OFFICE OF PARTNERSHIPS														
Execution of Educational Partnership Agreement (sponsored project)		D	A*/I*			I*		P (OOP)/N (IA,BO)			N*		A*(legal)	Edu. Partnerships are planned in collaboration with Academic Departments, OOP, and external partners. OOP initiates the proposal development and facilities agreement from approvers to move the process along. Once the College and client have agreed on a preliminary design brief, OOP and involved faculty will then work with the client to define budget parameters, develop a schedule of review dates, determine logo usage rights, develop a marketing/promotion plan, etc. Legal is consulted as needed, with the final agreement approved and signed by the President and designated signee at the partner organization.
Educational Partnership Budget Approval (sponsored project)			A/D			I*		P (OOP) / I*/D (OOP)					I (industry partner)/ D	Educational Partnership budgets are initiated by OOP and participating external partners. Once a mutually agreed upon budget # is agreed to, OOP seeks input from the participating department chair, faculty (as needed), support departments (as needed). OOP then shared the final budget breakdown with the external partner for final approval. The budget is included as part of the final partner agreement which is signed by CCS President and external partner.
Internship Onboarding Policy			A*/D			A		A/D			P		A (internship site supervi	internships are administered by the Executive Director in the Office of Partnerships Office and the assigned Faculty Sponsor (which could be a chair). Additionally participating students, internship site supervisor and Advising also need to be involved/in agreement.
Industry Day Participation (Alumni)			P*/I/D					P*/I						OOP alert Alumni Dir. for awareness
Academic Partnership Proposals		D	I			I		P			A			
Student Access to Portfolio Site			A								P/N		D (Career Coaches)	Chairs signs portfolio review form, student notifies OOP

Notes:

*indicates as needed/applicable