

HLC Guidelines and Regulations for Partnerships

ALL Partnership process should include these elements:

- Purpose of the partnership
 - This includes confirming existing partnerships/institutional resources would not meet this need
- Alignment to NLU mission/values
- Selection process (requirements, evaluative factors, determining feedback)
- Contract/Agreement standards (including timeline)
- Plan for maintaining relationships (including evaluation criteria, check-ins/updates, timeline)

Partnership in which any educational service (type and detail outlined in list below) is outsourced requires HLC oversight. Refer to Table 1 on the next page to determine the type of HLC approval needed based on the percentage of outsourcing. *Please note outsourcing of more than 50% is rarely approved.* When in doubt, contact Assessment and Accreditation.

Educational service areas considered in the percentage of outsourcing:

- **Instruction** (whether on-ground and online)
- **Oversight of the curriculum its development and implementation, academic substance, currency and relevance for internal and external constituencies** (This component includes the development of course syllabi, selection of instructional material, and other curricular requirements)
- **Assurance of the consistency in the level and quality of instruction & expectations of student performance** (This component includes admitting students based on the institution's standards and policies, grading, and academic advising of students)
- **Establishment of the academic qualifications for instructional personnel** (This component includes hiring, retention, and evaluation of instructional personnel)

To learn of key stakeholder that may need to be included in this process and potential reasons to contact them, see Table 2 on the next page.

Contact Assessment and Accreditation early in building relationships for assistance in determining approvals and timelines.

***No contract should be signed until we have consulted with Assessment and Accreditation and/or we have received HLC approval.**

Table 1. HLC Outsourcing Thresholds

Percentage Outsourced	HLC Requirement	Timeline
24% or less	HLC Notification (*screening form)	Immediate
25–50%	Prior HLC Approval	Approx. 6 months once application is submitted (we will need to submit the unsigned contract with it)
More than 50%	Will receive intense scrutiny and will not be approved by HLC except in exceptional circumstances	Not recommended

*Contractual Arrangement screening form is only to be completed and submitted by the Accreditation Liaison Officer (ALO) of the university. Please contact Assessment and Accreditation for sample screening form.

Table 2. NLU Key Stakeholders

Domain	Key Stakeholders
Internal approval [new degree level; new subject area not offered at the university]	President/Provost
Financial sustainability MOU Facilities requirements Offsite venue	VP of Finance
Program requirements & Curriculum MOU/LOI	Deans
Faculty qualifications	Program Chairs
Offsite program offerings Enrollment/Program packaging	Executive Director of Outreach and Strategic Enrollment Management
Catalog Academic Alert Banner impact	Registrar
Course Registration/Schedule	University Scheduling Center
ED approval/notification Financial aid impact Billing	Student Finance
HLC approval/notification	Executive/Director of Assessment & Accreditation

State approval/notification Assessment requirements	
Course shell development D2L/Technology support	Learning & Information Technology Support