



PROCEDURES ON THE ESTABLISHMENT AND REVIEW OF AFFILIATED ENTITIES

- PURPOSE** This document provides instructions for the recognition and approval of entities as affiliated to Brock pursuant to the Policy on Affiliated Entities.
- TIMING** This procedure should be followed and the affiliated entities agreement finalized before any resources are allocated. In cases where potential affiliations already exist, these will come into compliance with the Policy as soon as practicable.
- ELIGIBILITY** If a unit is entering into a relationship to which it believes this Policy might apply, the unit head should have a discussion with their SAC member to consider whether affiliated entity status is appropriate.
- The Office of the Provost & Vice-President, Academic and the Secretariat's Office can serve as resources in interpreting the Policy if needed.
- PROPOSAL** If the Policy is found to apply, the unit shall submit an affiliated entity proposal to their SAC member outlining how the criteria in the Policy are satisfied. The proposal will include:
- The name of the unit requesting approval;
 - The relationship lead on Brock's behalf;
 - Information about the affiliated entity, including:
 - its name
 - address
 - contact information
 - a description of the type of organization
 - a description of its purpose and mandate
 - A description of the affiliation, including:
 - a brief history
 - how the purpose and activities of the affiliated entity promote or complement the mission of the University
 - how the affiliation supports the University's

- strategic priorities
- Roles and responsibilities, including:
 - Brock’s role and responsibilities in the relationship
 - The affiliated entity’s role and responsibilities in the relationship
 - What significant and ongoing resources the University agrees to provide the affiliated entity, with reference to the four types of resources outlined in the Policy on Affiliated Entities
- Impacts of the affiliation for key stakeholders, including students, staff, faculty members, and/or the external community;
- Key units consulted regarding the resources to be provided (e.g., ITS, Facilities, HR, etc.);
- The institutional risks of the affiliation and how they will be managed, including:
 - Any insurance the affiliated entity has to cover assets, operations, and other potential liability risks
 - Any insurance requirements recommended by the University’s risk management team and how they have been satisfied
- Mechanisms for oversight of the relationship, including:
 - Who will oversee the affiliation
 - Who will prepare reports and with what frequency

Key units shall be consulted as part of the proposal process, including others involved in or affected by the affiliation agreement, as well as those that might be called upon to operationalize the allocation of resources to the affiliated entity. A description of these consultations will be included in the proposal.

APPROVAL OF PROPOSAL

The proposal shall be approved by the relevant SAC member.

AGREEMENT

The proposal shall form the basis for an affiliated entities agreement, a template for which is available from the Office of the Provost & Vice-President, Academic.

The agreement shall be signed by the unit head, the relevant SAC member, the Provost & Vice-President, Academic, and a representative who has signing authority on behalf of the affiliated entity.

RECORDS

All signed affiliated entity agreements shall be sent to University Secretariat for their records.

REVIEW

The unit head responsible for the affiliated entity arrangements must ensure that a review of the partnership is conducted at least every five years and before any renewal of an affiliated entities agreement, that assesses:

- whether the entity continues to promote or complement the mission of the University;
- whether the resources provided continue to be appropriate; and
- whether the risks associated with the arrangements continue to be tolerable and appropriately managed.

Key units shall be consulted as part of the review process, as described above for the affiliation proposal process.

The unit head will submit a review report to the SAC member together with a recommendation as to whether to renew the affiliated entity status or terminate the status.