

## **UNLV Guide to Forming Community**

The following guide is designed to assist UNLV faculty and staff who are developing collaboration/partnership activities with external entities.\* It was created by a task force of the [UNLV Community Engagement Council](#) in response to feedback from the campus community with the intent to reflect campus administrative practices that support creation of university-community collaborations and partnerships.

Though this guide contains various campus resources and covers many collaboration scenarios, it is not exhaustive in nature; specific needs and requirements for each collaboration/partnership may vary depending on circumstances. Additionally, this document offers general guidance and then directs the reader to campus offices and resources that can provide more specific direction.

The Office of Community Engagement serves as the contact point for this guide and is committed to building campus infrastructure and services that facilitate collaboration/partnership between the university and the community. For more information, you may contact the office at [unlvcommunityengagement@unlv.edu](mailto:unlvcommunityengagement@unlv.edu) or at 702-895-4298.

Below is an “at a glance” list of the headings of the steps and the addendum. Additional explanation about each follows further below.

- Step 1: [Inform your supervisor and gain approval to proceed.](#)**
- Step 2: [Identify the key activities of the collaboration/partnership.](#)**
- Step 3: [Determine the type of agreement\(s\) that may be needed.](#)**
- Step 4: [Be sure to allow ample time for development of agreements and have all of your agreement documents signed.](#)**
- Step 5: [Ensure proper records are retained.](#)**
- Step 6: [Consider your partnership in the long term.](#)**
- Addendum: [Campus Points of Contact and Web Resources for Guidance on Select Collaboration/Partnership Activities](#)**

**Step 1: Inform your supervisor and gain approval to proceed.** Early discussions with prospective collaborators are necessary for a partnership to be conceptualized. However, before you make any commitments, it is important that you inform your

supervisor of these discussions, including the suggested items below, and ask that this information be shared up the chain of command. Depending on the nature of the collaboration/partnership activity, a dean, director, or vice president may need to endorse your plans before you proceed. It is recommended that you share the following information with your supervisor:

- Identification of your prospective internal and external collaborators or partners
- The anticipated outcomes, as well as deliverables to be provided by each entity
- An estimated timetable
- Internal funding required, if any
- How this partnership fits the university's or unit's goals
- Others in your unit or on campus who may provide additional support on the project

**Step 2: Identify the key activities of the collaboration/partnership.** This summary will inform many of the next steps in developing the collaboration/partnership, including but not limited to, the type of agreement(s) needed to formalize the arrangements; insurance requirements (through the Office of Risk Management & Safety); university or NSHE policies to be observed; and/or individuals or campus offices that should be notified. Below is a list of several examples of key activities of a collaboration/partnership:

- Student involvement (field trips, internships, practicum placements, volunteering, service learning, etc.)
- Donations (including monetary, in-kind, equipment/materials donations or sponsorships)
- Use of UNLV facilities by others
- Use of off-campus facilities by UNLV faculty, staff, or students
- Research (research integrity, IRB, facilities, training, etc.)
- Grants and contracts
- Economic development (intellectual property, business partnerships, etc.)
- Real estate
- Campus events
- Continuing education courses/initiatives, including certificate program development
- Purchasing
- Media coverage and marketing (UNLV logo use, news releases, acknowledgement of sponsors, etc.)
- Volunteers from off-campus
- Minor children on campus/camps

Please see the addendum below "Campus Points of Contact and Web Resources for Guidance on Selected Collaboration/Partnership Activities." Please be aware that this is a sampling of the most common activities; specific needs and requirements for each collaboration/partnership may vary based on circumstances.

**Step 3: Determine the type of agreement(s) that may be needed.** Your college/division and UNLV's General Counsel Office will help you determine which agreements are appropriate for your collaboration/partnership. Types of agreements vary depending on the type of activity. Common agreements include Memorandums of Understanding (MOUs), Education Affiliation Agreements, Facility Use Agreements, Teaming Agreements, Contracts, and hiring documents. You should also work with your college/unit and the Office of General Counsel to determine the terms of your agreement.

**Step 4: Be sure to allow ample time for development of agreements and have all of your agreement documents signed.** Allow ample time for this portion of the process. The amount of time necessary for agreement negotiations varies widely – from days to months – depending on the nature of the agreements used and the complexities of the collaboration. Consult with the appropriate campus units to obtain a timeline estimate. Also, different levels of signature authority (e.g., dean, director, vice president, president, etc.) may be required depending on the nature of the partnership and type of agreement. Complete all agreements, including acquiring all signatures, before initiating activity of any kind associated with the collaboration/partnership, including communication/marketing.

**Step 5: Ensure proper records are retained.** The original copy of the signed document should reside with the leadership of your college/division to ensure that it is stored over time and accessible if needed. Each college or division is responsible for maintaining its own official agreements.

**Step 6: Consider your partnership in the long term.** As the lead of a collaboration or partnership, you should keep track of the duration of the agreement and allow ample time for renewal of the agreement, if appropriate. You should also identify a secondary UNLV point of contact and maintain an up-to-date list of contact points for the entity with which you are collaborating. In addition, if you plan to leave UNLV, you should develop a succession plan for the collaboration/partnership with your supervisor or department chair/director/dean.

\*It is recognized that some UNLV employees collaborate with external entities routinely as part of their duties; that they have ongoing approval from their supervisors to do so; and that they understand the necessity of performing their duties in accordance with university and NSHE policies and procedures. This document is intended as guidance for those who are unfamiliar with university practices, policy, and procedures used in forming collaborations/partnerships.

## Addendum

### Campus Points of Contact and Web Resources for Guidance on Select Collaboration/Partnership Activities

The following table contains points of contact in various campus units and website links that may offer guidance on selected activities associated with collaborations and partnerships. Please be aware that this is a sampling of the most common activities; specific needs and requirements for each collaboration/partnership may vary based on circumstances.

<b>Type of Collaboration/ Partnership Activity</b>	<b>University Offices Providing Guidance</b>	<b>Web Resources</b>
<b>Campus Events (Organized by External Entities)</b>	Student Union and Event Services  Thomas & Mack Center  Parking & Transportation Services	<a href="https://www.unlv.edu/eventservices">https://www.unlv.edu/eventservices</a>  <a href="http://www.thomasandmack.com/booking">http://www.thomasandmack.com/booking</a>  <a href="https://www.unlv.edu/parking">https://www.unlv.edu/parking</a>
<b>Certificate Program Development</b>	Division of Educational Outreach  Various Colleges & School	<a href="https://edoutreach.unlv.edu/contact">https://edoutreach.unlv.edu/contact</a> (Contact Director of Program Development for Continuing Education)  <a href="https://www.unlv.edu/directories/academic-units">https://www.unlv.edu/directories/academic-units</a>
<b>Continuing Education Initiatives</b>	Division of Educational Outreach	<a href="https://edoutreach.unlv.edu/contact">https://edoutreach.unlv.edu/contact</a> (Contact Director of Program Development for Continuing Education)

Type of Collaboration/ Partnership Activity	University Offices Providing Guidance	Web Resources
<b>Donations</b>	UNLV Foundation  UNLV Giving Guide	<a href="https://www.unlv.edu/foundation">https://www.unlv.edu/foundation</a>  <a href="https://www.unlv.edu/foundation/giving-guide">https://www.unlv.edu/foundation/giving-guide</a>
<b>Media Coverage and Marketing</b>	College Communicators  Integrated Marketing & Branding	See college/school directories  <a href="https://www.unlv.edu/units/integrated-marketing-branding">https://www.unlv.edu/units/integrated-marketing-branding</a>
<b>Minor Children on Campus/Camps</b>	Office of Compliance  Risk Management & Safety (for insurance purposes)	barrett.morris@unlv.edu  <a href="https://rms.unlv.edu/insurance-and-claims/insurance/sports-camps/">https://rms.unlv.edu/insurance-and-claims/insurance/sports-camps/</a>
<b>Purchasing</b>	Purchasing	<a href="https://www.unlv.edu/purchasing">https://www.unlv.edu/purchasing</a>
<b>Real Estate</b>	UNLV Real Estate Office	<a href="https://www.unlv.edu/realestate">https://www.unlv.edu/realestate</a>  <a href="https://www.unlv.edu/realestate/policy">https://www.unlv.edu/realestate/policy</a>  <a href="https://www.unlv.edu/realestate/lease-request">https://www.unlv.edu/realestate/lease-request</a>
<b>Research</b>	Division of Research & Economic Development	<a href="https://www.unlv.edu/research">https://www.unlv.edu/research</a>
Grants and Contracts	Office of Sponsored Programs	<a href="https://www.unlv.edu/research/osp">https://www.unlv.edu/research/osp</a>
Intellectual Property, Business Partnerships	Office of Economic Development	<a href="https://www.unlv.edu/research/econdev">https://www.unlv.edu/research/econdev</a>

Type of Collaboration/ Partnership Activity	University Offices Providing Guidance	Web Resources
Compliance and Ethical Conduct of Research	Office of Research Integrity	<a href="https://www.unlv.edu/research/integrity">https://www.unlv.edu/research/integrity</a>
<b>Student Involvement</b>		
Internships	Career Services  Individual Colleges	<a href="https://www.unlv.edu/hirearebel">https://www.unlv.edu/hirearebel</a>  <a href="https://www.unlv.edu/directories/academic-units">https://www.unlv.edu/directories/academic-units</a>
Practicum or Clinical Placements	Individual Departments/Schools /Colleges	<a href="https://www.unlv.edu/directories/academic-units">https://www.unlv.edu/directories/academic-units</a>
Volunteering	Service Learning & Leadership  UNLVolunteers	<a href="https://www.unlv.edu/service/servicelearning">https://www.unlv.edu/service/servicelearning</a>  <a href="https://www.unlv.edu/service/unlvolunteers">https://www.unlv.edu/service/unlvolunteers</a>
Service Learning	Service Learning & Leadership	<a href="https://www.unlv.edu/service/servicelearning">https://www.unlv.edu/service/servicelearning</a>
Field Trips	Various Colleges/Departments  Risk Management & Safety	<a href="https://www.unlv.edu/directories/academic-units">https://www.unlv.edu/directories/academic-units</a>  <a href="https://rms.unlv.edu/insurance-and-claims/assumption-of-risk-">https://rms.unlv.edu/insurance-and-claims/assumption-of-risk-</a>

Type of Collaboration/ Partnership Activity	University Offices Providing Guidance	Web Resources
		forms/RMS_Waiver%20-%20Field%20Trip.pdf
<b>Use of Off-Campus Facilities by UNLV Faculty, Staff, or Students</b>	Individual Colleges  Real Estate Office (for leases)  Risk Management & Safety	<a href="https://www.unlv.edu/academics/colleges-schools">https://www.unlv.edu/academics/colleges-schools</a>  <a href="https://www.unlv.edu/realestate/lease-request">https://www.unlv.edu/realestate/lease-request</a>  <a href="mailto:michael.means@unlv.edu">michael.means@unlv.edu</a>
<b>Use of UNLV Facilities by External Organizations</b>	Campus Venues  Barrick Museum  Performing Arts Center  Blasco Event Wing (UNLV Foundation Building)  Tam Alumni Center  Thomas & Mack Center  Various other venues	<a href="https://www.unlv.edu/campuslife/venues">https://www.unlv.edu/campuslife/venues</a>  <a href="https://www.unlv.edu/barrickmuseum/rent">https://www.unlv.edu/barrickmuseum/rent</a>  <a href="https://www.unlv.edu/pac/rent">https://www.unlv.edu/pac/rent</a>  <a href="https://netcommunity.unlv.edu/foundation-pages/facilities/facilities-rental-rates">https://netcommunity.unlv.edu/foundation-pages/facilities/facilities-rental-rates</a>  <a href="https://www.unlvalumni.org/center">https://www.unlvalumni.org/center</a>  <a href="http://www.thomasandmack.com/booking">http://www.thomasandmack.com/booking</a>  See colleges/schools
<b>Volunteers from Off-Campus</b>	Various Units	<a href="https://www.unlv.edu/sites/default/files/24/HR-Forms-VolunteerAgreement.pdf">https://www.unlv.edu/sites/default/files/24/HR-Forms-VolunteerAgreement.pdf</a>