[DATE]

[Contact information for individual receiving authority]

RE: Program Memoranda

Dear [Name]:

As you are aware, only a limited number of individuals have signature authority over UWM’s affiliation agreements with outside entities. Conversely, program memoranda constitute a non-binding understanding between the parties as to expectations regarding specific placements. Despite the non-binding nature of these memoranda, it is critical that the College be aware of each such placement to ensure its propriety and the College’s compliance. As such, authority to approve these agreements is limited to myself and my designees. To that end, I am delegating authority to you to review and approve program memoranda. In doing so, I expect you to carefully review each program memorandum to ensure that it contemplates appropriate activities and does not conflict with UWM policy or the underlying affiliation agreement.

If you ever have questions regarding a program memorandum, please do not hesitate to reach out to me, the Office of Legal Affairs, or Risk Management, as appropriate.

Sincerely,

[Dean Information]

cc: UWM Office of Risk Management