

## **Procedure and Guidelines for Stakeholder Participation in Partnership Decision-Making**

**Effective Date:** April 2, 2022

**Review Date:** April 16, 2022

### **1. Purpose**

To provide a structured mechanism for the participation of stakeholders in UCU's decision-making process for partnerships. This procedure ensures that stakeholders' insights, needs, and expertise are considered, fostering collaborative partnerships that align with UCU's mission, goals, and community values.

### **2. Scope**

These guidelines apply to UCU's administration, departments, and any external stakeholders (such as industry partners, government bodies, NGOs, and community leaders) involved in or impacted by potential university partnerships.

### **3. Objectives**

- To create a transparent and inclusive decision-making process for partnerships.
- To engage diverse perspectives from relevant stakeholders.
- To ensure partnerships align with UCU's strategic priorities and deliver mutual benefits.

## **4. Guidelines for Stakeholder Participation**

### **4.1 Identification of Relevant Stakeholders**

#### **1. Stakeholder Mapping**

- Identify stakeholders with a vested interest or expertise relevant to the potential partnership. This includes industry experts, community leaders, government representatives, faculty, students, and alumni.
- Prioritize stakeholders based on their potential contribution to the partnership's objectives and their alignment with UCU's strategic goals.

#### **2. Stakeholder Criteria**

- Stakeholders considered for participation should possess expertise, resources, or influence that can contribute meaningfully to the partnership decision-making process.

### **4.2 Establishing Communication Channels**

#### **1. Formal Invitations**

- Send formal invitations to identified stakeholders, informing them about upcoming partnership discussions and how their input will be utilized.
- Provide relevant background information on the proposed partnership, including objectives, expected outcomes, and alignment with UCU's mission.

#### **2. Communication Plan**

- Outline a communication plan that includes regular updates, meeting schedules, and channels (e.g., emails, online platforms, physical meetings) to engage stakeholders effectively throughout the decision-making process.

### **4.3 Stakeholder Engagement Mechanisms**

#### **1. Consultation Workshops**

- Organize consultation workshops where stakeholders can contribute insights and discuss potential benefits, risks, and areas of collaboration.
- These workshops should allow for open dialogue and offer stakeholders the chance to express support, concerns, and recommendations regarding the proposed partnership.

#### **2. Advisory Committees**

- Establish an advisory committee with representation from key stakeholder groups. The committee will serve as a consultative body, providing ongoing guidance and feedback throughout the partnership's development and implementation phases.
- Advisory committee members should represent a balanced mix of perspectives relevant to the partnership's objectives.

### 3. Feedback Collection

- Utilize surveys, focus groups, and one-on-one interviews to gather stakeholder feedback systematically. These tools will help identify specific expectations and gauge stakeholder sentiment toward the partnership.
- Ensure confidentiality and transparency in feedback handling.

## 4.4 Decision-Making Process

### 1. Evaluation Criteria Development

- Develop clear criteria for evaluating potential partnerships. Criteria may include alignment with UCU's goals, potential impact on students and the community, resource requirements, and risk assessment.
- Share these criteria with stakeholders to ensure clarity and transparency.

### 2. Stakeholder Input Integration

- Review and document stakeholder feedback, categorizing input into themes or recommendations that can directly influence the decision-making process.
- Use a collaborative approach to incorporate relevant insights into the final partnership proposal.

### 3. Decision Review and Approval

- Present the final proposal, including stakeholder recommendations, to UCU's decision-making body (e.g., university leadership or Board of Trustees) for review and approval.
- Provide stakeholders with an overview of how their input influenced the final decision, emphasizing transparency.

## 4.5 Communication of Final Decision

### 1. Decision Announcement

- Once a decision has been reached, communicate the outcome to all stakeholders, detailing the rationale and any modifications made based on their input.
- Highlight the anticipated impact of the partnership and the contributions stakeholders made in shaping the decision.

### 2. Acknowledgment of Stakeholder Contributions

- Recognize and thank stakeholders for their participation, ensuring they feel valued and appreciated. Acknowledgment can be given through formal letters, event mentions, or newsletters.

### 3. Ongoing Engagement Opportunities

- For partnerships that proceed, establish ongoing opportunities for stakeholders to remain engaged, such as periodic updates, progress meetings, or involvement in monitoring activities.

## 4.6 Monitoring and Evaluation

### 1. Regular Partnership Review

- Conduct periodic reviews of active partnerships, inviting stakeholder feedback to assess if objectives are being met and to make necessary adjustments.
- Engage stakeholders in discussing the effectiveness of the partnership and identifying any evolving needs or challenges.

### 2. Continuous Improvement

- Use stakeholder feedback from both the decision-making and evaluation phases to refine future partnership processes and identify lessons learned for more effective collaboration.

## 5. Roles and Responsibilities

### • External Affairs Office

- Oversees stakeholder identification, engagement, and feedback collection.
- Coordinates all activities related to stakeholder participation in partnership decision-making.

### • Academic Affairs Committee

- Serves as a consultative body, representing diverse stakeholder interests and providing strategic input.

### • University Administration

- Reviews and approves partnership proposals, ensuring stakeholder contributions are considered in the final decision.

- **Stakeholders**

- Actively participate in consultation workshops, advisory committees, and feedback mechanisms.

## **6. Review and Amendment**

This policy and procedure shall be reviewed annually to ensure its effectiveness in fostering meaningful stakeholder participation in UCU's partnership decision-making. Adjustments may be made based on feedback from stakeholders and changes in UCU's strategic priorities.