



Policy 3: Development of Service Agreements

Agreements between the Virginia Tech Northern Virginia Center and new programs that have the approval of the Northern Virginia Center Space Committee will be established as follows:

1. Meetings will be held with all parties involved to include
 - a. Associate Dean of the Graduate School in the National Capital Region/Director of the Northern Virginia Center
 - b. Program Director
 - c. Facilities Manager
 - d. Information Services
 - e. Deans, Directors, or other principles as appropriate
2. A preliminary agreement will be drafted through the office of the Associate Dean/Director and delivered to all stakeholders for review. The agreement will establish
 - a. Roles and responsibilities of the Northern Virginia Center to provide space and service for the program
 - b. Roles and responsibilities of the program's employees and participants
 - c. The cost, method of payment, and payment deadline for the program to compensate the Northern Virginia Center with reference to the fund number in which funds are to be deposited. The Northern Virginia Center business manager will be named as the contact for payment.
 - d. Dates and hours of operation of the program
 - e. The space to be used by the program
 - f. Reference to relevant facilities and other policies of Virginia Tech and the Northern Virginia Center
 - g. All other necessary and relevant information to support the program
3. A meeting will be held with all stakeholders to review the draft agreement, discuss and agree to all clauses, and to finalize the wording.
4. The agreement will be signed by all named principles.
5. Copies of the agreement will be delivered to all signatories, at which time the service agreement is considered to be executed.

Modifications to Service Agreements

With the consent of all signatories to the service agreement, modifications can be executed. Copies of the modified and signed agreement must be delivered to all signatories, at which time the modifications are fully executed.

Expired Service Agreements

Service agreements that have expired may be renewed with the consent and signatures of the principles:

- Program Director
- Associate Dean/Director
- Deans, Directors, or other principles as appropriate, with added signatures to the agreement if necessary

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