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Document, Document, Document: The Value of the MOU

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- 1) Presentation Title: **Document, Document, Document: The Value of the MOU**
- 2) Presenter Information: Dr. Christopher J. Jochum. Chair, Department of Teacher Education, Fort Hays State University. (cjochum@fhsu.edu)
- 3) Presentation Theme: Working with Faculty and Administration
- 4) Presentation Type: Best Practice Presentation
- 5) Abstract: In this interactive session, the presenter will provide tips and lessons learned related to the power of documentation, especially through the use of memoranda of understanding (MOU). Equally applicable to faculty and students, participants will learn how to create MOUs and will be provided with examples and templates.
- 6) Keywords: Documentation, memorandum of understanding, conflict resolution, leadership development, department leadership
- 7) Presentation Description:

Overview

In the ever-changing landscape of higher education leadership, it is critically important that leaders not only follow and adhere to university policy, along with state and federal laws, but that they maintain accurate and comprehensive documentation. In this best practice presentation, the presenter will provide first-hand accounts of his/her experience using memoranda of understanding (MOU) to accurately document situations among faculty and students but to also ensure understanding and compliance. In addition, this practice has enabled the presenter to prevent and/or minimize conflict, including the potential for legal consequences, as a result of using a variety of MOU formats.

Relevance

Given the purpose of the conference, along with the related theme (Working with Faculty and Administration), this session is relevant to all chairpersons as it will give them a template for documenting a variety of situations that could potentially have legal consequences. In addition, using this best practice is also an effective way to address and/or minimize conflict when working with students and/or faculty members.

Presentation focus

This interactive session will provide participants with real-life accounts of how the presenter has successfully used MOUs to document a variety of situations.

How the audience will be involved

Participants will be provided sample MOUs that they can modify for their personal use and will be given the opportunity to engage in conversation with the presenter and each other in order to be walked through the MOU creation process. The entire session will be efficient, effective and informal. The overall goal is for participants to (1) better understand the value of MOUs and (2) to be able to modify or create MOUs for their individual use.