MOU Template

Template for institutions to officially join SEISMIC. Campus Liaison should copy this and edit on institutional letterhead. Text between [brackets] should be deleted and replaced with the appropriate information.

[DATE]

Dear SEISMIC Central,

This letter describes how individuals at [UNIVERSITY] anticipate participating in The Sloan Equity and Inclusion in STEM Introductory Courses (SEISMIC) Collaboration. It summarizes current points of contact and expected activities and is intended as an internal planning document for SEISMIC Phase Two.

This MOU is not a contract and is not intended to create any legally binding obligations, financial commitments, or enforceable rights for [UNIVERSITY], SEISMIC, or any other party. Participation is voluntary, may be modified at any time, and remains subject to each institution's policies, resource constraints, and approval processes.

We anticipate that this participation will begin around [DATE] and continue through approximately 6/30/2028, aligned with SEISMIC Phase Two.

University Connection to SEISMIC
[Provide a brief description of synergy between local campus activity and SEISMIC's goal of prompting a greater adoption of equity-oriented assessment practices in large introductory STEM courses across a range of institutions and departments.]

University Personnel

The following people from your institution are expected to serve in the listed SEISMIC roles. Please note it is acceptable for individuals to hold multiple SEISMIC roles.

University Role	SEISMIC Role
[Likely vice provost for undergraduate education or similar level of campus connection but not required]	Campus Liaison
[Someone with access to institutional data, including student grade and demographic data]	Institutional Research Liaison
[Someone who works in the university teaching and learning center and is able to dedicate time to SEISMIC]	Teaching Center Liaison
[Instructor/faculty member in biology, math, physics, chemistry, statistics, engineering, or other STEM departments]	STEM Department Liaison
[Instructor/faculty member in biology, math, physics, chemistry, statistics, engineering, or other STEM departments]	
[Instructor/faculty member in biology, math, physics, chemistry, statistics, engineering, or other STEM departments]	
[An undergraduate or graduate student with strong communication skills and a desire to build community at their local institutional level]	SEISMIC Ambassador - Student
[A staff member with strong communication skills, a desire to build community at their local institutional level, and support from their supervisor to spend time on SEISMIC]	SEISMIC Ambassador - Staff
[An instructor in a STEM department with strong communication skills and a desire to build community at their local institutional level]	SEISMIC Ambassador - Instructor

Commitments by University Personnel

[**CAMPUS LIAISON**] is expected to

- Collaborate with SEISMIC Central to host at least two in-person speakers over the course of the project and to make the presentation(s) accessible to virtual audiences as much as possible
- Support their local institutional researcher in accessing and reporting on institutional data relevant to the project
- When feasible, attend the SEISMIC Kick Off Meeting in May 2026 or send a representative on their behalf (travel costs may be covered by SEISMIC)

[**INSTITUTIONAL RESEARCH LIAISON**] is expected to connect with and support a local individual in accessing institutional data and developing data reports, or serving in this role directly. This local individual will work with Project Manager Tarchinski to develop baseline data reports on current assessment practices in target introductory STEM courses and provide updated reports following the piloting of new assessment approaches.

[**TEACHING CENTER LIAISON**] is expected to

- Maintain communication between SEISMIC activity and local teaching center initiatives
- Share opportunities with local teaching center staff members to participate in SEISMIC projects

The **STEM DEPARTMENT LIAISONS** are expected to

- Maintain communication between SEISMIC activity and local department initiatives related to STEM assessment reform
- Share opportunities with their departments for individuals to participate in SEISMIC projects
- Amplify the work of the SEISMIC Disciplinary Teams through their own disciplinary networks
- When feasible, attend the SEISMIC Kick Off Meeting in May 2026 or identify a representative from their department on their behalf (travel costs may be covered by SEISMIC)

The **SEISMIC Ambassadors** are expected to

- Regularly communicate with local SEISMIC participants to build and maintain the local community and keep them informed of SEISMIC-wide activity
- Recruit new local SEISMIC participants
- Coordinate with SEISMIC Central to facilitate local engagement with SEISMIC

Additionally, a subset of the SEISMIC Ambassadors across the full collaboration may be invited for paid participation on SEISMIC Central, to help the overall running of the collaboration.

SEISMIC's Commitments to Participating Universities
SEISMIC Central intends to provide collaboration-wide coordination for the Speaker Series, disciplinary-driven assessment reform projects, grant-seeking, and manuscript preparation related to SEISMIC's goals. **SEISMIC expects to host a Kick Off Meeting in May 2026 and plans to allocate travel funds for at least two individuals per participating university.** The exact number will depend on the total number of participating universities. **SEISMIC plans to seek additional funding to support the hosting of a STEM Structural Change Conference in Summer 2028** that will be open to a larger community of stakeholders. **SEISMIC also plans to set aside funds to support small teams for occasional in-person meetings and travel to external conferences.** Individuals can reach out to Project Manager Tarchinski to inquire about available support.

SEISMIC Central intends to uphold the values of the collaboration (listed on our website) and seeks to maintain an inclusive environment for participants. This includes reviewing and responding to grievance reports submitted by participants, guiding new teams to develop team norms at the start of collaborative experiences, and modeling inclusive practices in meetings and events.

Benefits to Participating Individuals and Institutions
By participating in SEISMIC, individuals will have the opportunity to access a broad and diverse community of collaborators invested in supporting student success. Individuals may also have access to engaging presentations and resources, **funds to support their projects**, and project management support.

Participating universities can receive national attention for their efforts to support student success. They may have the opportunity to connect to peer institutions around current challenges in higher education and work collaboratively to push STEM education toward more equitable and inclusive practices.

[SIGNATURE]
[CAMPUS LIAISON NAME]
Campus Liaison

[SIGNATURE]
Tim McKay
SEISMIC Director