An Agreement between the Directors of the Board on Human Sciences (BoHS)  
And the Association of Public and Land-grant Universities (APLU)  
January 1, 2018 – December 31, 2020

1. **Background:** The Board on Human Sciences (BoHS) is an association of institutional members of higher education units responsible for research/discovery, extension/outreach, and teaching/learning programs in the Human Sciences at universities across North America. Their members are committed to a national agenda that unifies disciplines within and beyond the Human Sciences to enrich people’s lives. The BoHS is one of several constituent Boards and Commissions of the APLU and is associated with the Commission on Food, Environment, and Renewable Resources (CFERR). The BoHS is governed by *Rules of Operations*, Strategic Plan and Action Plan, and Directors, with each member serving a three-year term. The Directors establish officers (Chair, Vice Chair/Chair-elect, Vice Chair for Program, Past Chair and Counselor, and Secretary/Treasurer, and Advocacy Chair) and liaison representatives.

2. **Purpose:** The purpose of this agreement is to outline the fiscal and programmatic arrangements, accountability and supervision, and day-to-day operations to establish a national office for the BoHS and the staffing arrangement with the APLU at its principal offices located at Suite 400, 1307 New York Avenue, NW, Washington, DC 20005-4722.

3. **Administrative activities:** The BoHS national office will be guided by APLU’s Senior Associate Director, Federal Relations – Food and Agricultural Sciences/Executive Director, Council for Agricultural Research, Extension, and Teaching (CARET) and will carry the title of Executive Director, Board on Human Sciences. APLU, in consultation with the Senior Associate Director’s office, will hire and assign not less than fifty percent (.50 FTE) time of an administrative/program assistant to the Senior Associate Director/Executive Director, BoHS for the purpose of carrying out the duties to fulfill the mission, vision and strategic/action plan of the BoHS. The Senior Associate Director/Executive Director, BoHS will be assigned not less than 15% (.15 FTE) time to provide an array of support and services, provide ease of access to APLU services provided routinely to constituent boards and commissions, and support programmatic partnerships to more effectively address issues of mutual interest.

4. **Fiscal Arrangement:** Funds to support the BoHS national office staff are paid solely from assessments paid by BoHS member institutions. Staff salaries are determined primarily by APLU and are in alignment with APLU staff with similar responsibilities. BoHS will pay APLU a negotiated annual indirect cost consistent with that paid by all BAA entities housed at APLU. This pays for office space; financial management; hardware, software and technical assistance; use of conferencing technologies and facilities; phone; web site and social media presence; and other operations necessary to maintain a highly functioning office.

The BoHS will transfer to APLU such sums as are necessary to meet the fiscal needs of the programmatic priorities of the BoHS.
5. **Compensation:** The BoHS will pay APLU actual costs for personnel, overhead, and operations for calendar year 2017. This includes amount of time assigned to the administrative/program assistant and the Executive Director, BoHS. BoHS will make four (4) quarterly payments with the first payment/transfer to be postmarked by January 31, 2018. The BoHS will submit a final tax return to the Internal Revenue Service by December 31, 2017 to terminate the incorporation and Section 501(c)(3) status of the BoHS in order to come under the umbrella of the APLU organization.

6. **Accountability and Supervision:** The Executive Director, BoHS is directly supervised by APLU’s Vice President for Food, Agriculture, and Natural Resources and is responsible to the BoHS Chair for guidance on engagement and duties. Annual performance reviews, and mid-term reviews as deemed necessary, are accomplished in partnership between APLU’s Vice President for Food, Agriculture, and Natural Resources and the BoHS Chair. The administrative/program assistant is supervised by the Senior Associate Director/Executive Director, BoHS who conducts a joint annual performance review with the BoHS Chair. BoHS makes recommendations for salary increases and bonuses to the APLU’s Vice President for Food, Agriculture, and Natural Resources who finalizes the decision under the direction of the APLU President.

7. **Priorities for Day-to-Day Operations:** BoHS national office staff are first and foremost responsible for carrying out the goals of BoHS as it provides national leadership for the BoHS. Secondly, as part of the CFERR staff at APLU, the Senior Associate Director/Executive Director, BoHS and staff administrative/program assistant, align with colleagues to address issues of national prominence. Finally, engagement in the broader functions of APLU is expected.

8. **Reporting:** APLU BoHS national office staff will provide 1) electronic information updates on activities and issues to the BoHS Directors as appropriate; 2) a quarterly, brief, executive summary of activities to the Chair, and 3) an annual report, based upon the Strategic and Action Plan, (submitted to the Chair and the Directors for distribution to members at annual Business Meeting held in conjunction with the APLU Annual Meeting).

9. **Term:** This agreement shall be for a term of three years, commencing on January 1, 2018 and terminating on December 31, 2020, unless terminated earlier pursuant to paragraph #10 of this agreement. The annual evaluation will be based upon accomplishments as measured against the Scope of Work (Appendix A). Should the parties agree to renew this agreement for another year, the parties shall execute a renewal agreement reflecting the new term and any changed conditions on or before December 31, 2020.

10. **Termination:** BoHS has the right to terminate this agreement, in writing, with 45 days advance notice in the event that funds are not available from assessments of dues remitted by the current and potentially new BoHS member institutions. In addition, either party may terminate this agreement by written notice to the other party 45 days in advance of the termination. In all cases, no additional payments are due under this contract beyond covering services rendered up until the effective termination date.

11. **Changes, Modification, and Waiver:** No changes or modification of this agreement shall be valid unless it is in writing and is signed by each of the parties, APLU’s Vice President for Food, Agriculture, and Natural Resources and the Chair of BoHS.
12. **Final agreement:** This agreement, including appendices, is the final agreement between the parties and supersedes all prior oral or written agreements and communications between the parties.

Signed:

Stephan M. Wilson  
Chair  
APLU Board on Human Sciences  
November 11, 2017  

Ian L. Maw  
Vice President, Food, Agriculture, and Natural Resources, APLU  
November 11, 2017

Appendices:

A: Scope of Work Calendar Year 2018