

Age-Friendly University Global Network

Process for Endorsing the 10 Age-Friendly Principles

New Applications



Info@AFUGN.org



AFUGN.org

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Age-Friendly
University
Global network

ASU Edson College of
Nursing and Health Innovation
Arizona State University

Disclaimer: This handbook is meant to assist your institution of higher education in endorsing the 10 Age-Friendly University Principles. The guide is updated annually, and every effort is made to ensure alignment between it and the website. When differences exist, the website should be considered the most accurate. You may also seek clarification from Info@AFUGN.org.

About the Age-Friendly University Global Network

The Age-Friendly University Global Network is committed to promoting and supporting an inclusive approach to healthy and active aging across the lifespan. The Ten Principles of an Age-Friendly University set a framework for higher education institutions to embrace age-friendly practices. Since commencing in 2012, over 100 universities across five continents have embraced the principles.

You can find the answer to many commonly asked questions on our [Frequently Asked Questions Page](#).

We welcome **all** inquiries and questions to support your efforts toward an Age-Friendly University. Feel free to [contact us](#) through the website or by emailing Info@AFUGN.org.

Process of Becoming A Designated Age-Friendly University

The criteria and application process for designation are set by the AFU GN Executive Committee and maintained by the Secretariat. The Age-Friendly University Global Network has adopted a five-year continuous quality improvement approach, in which every five years, AFU GN members are required to provide an update on their activities and recommit to the AFU Principles.

Endorsing the Age-Friendly University Principles and joining the Global Network is a concrete step your institution can make in its commitment to a more age-friendly and age-inclusive world. The process to join the network is not meant to be burdensome but to support a reflective evaluation of your university's offerings and potential.

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Overview

Age-Friendly University Endorsement Process

- 1. Develop an Age-Friendly University Working Group & Identify Your Age-Friendly University Champions:** As a first step, we highly recommend establishing an Age-Friendly University Group. Aim to meet with colleagues throughout your institution to review the Age-Friendly University principles and map how they inform opportunities and gaps at your institution. You may also seek faculty endorsement of the principles at the department, program, and/or institutional level. At this stage, you should also identify who will serve as your institution's **Age-Friendly University Champion**. This individual(s) will serve as a point person to the Global Network and will submit the application. This reflection process should help you identify existing programs and opportunities for advancement. While we aim to have institutions engaged across all 10 Principles for the application, we only seek evidence of existing or planned activities from 2 to 4 of the Principles in the application.
- 2. Institutional Support:** Arrange a meeting with the appropriate member of your University administration (e.g., chancellor, provost, president) who would approve your institutional endorsement. The appropriate administrator should sign this endorsement letter and provide a commitment of support for the Age-Friendly University Principles. It is also helpful to note what the institute wishes to get from its membership. Many institutions discuss the initiative with a faculty assembly, faculty senate, or other governance body. **Remember:** Endorsing the Age-Friendly University Principles is an Institutional commitment and thus cannot be done by individual departments.
- 3. Complete the Age-Friendly University Application:** Your Age-Friendly University Champion will submit the Application to the Global Network. The application serves as a member record. It requires information related to your institution, existing or planned activities in line with the Age-Friendly University Principles, a commitment to continuous improvement, identification of your Age-Friendly University Champions, and submission of the letter of endorsement and other evidence.

Develop an Age-Friendly University Working Group & Identify Your Age-Friendly University Champions

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At this stage, you should also identify who will serve as your institution's **Age-Friendly University Champion**. This individual(s) will serve as a point person to the Global Network and will submit the application. This reflection process should help you identify existing programs and opportunities for advancement. While we aim to have institutions engaged across all 10 Principles for the application, we only seek evidence of existing or planned activities from 2 to 4 of the Principles in the application.

1.1 Identify your Age-Friendly University Champion(s)

The Age-Friendly University Champion(s) is your contact for the Age-Friendly University Global Network. You can designate up to three Age-Friendly University Champions. They will often serve as the convenor and will be responsible for submitting the final application to the Global Network. They will receive updates and communications from the Global Network on behalf of your institution.

1.2 **Optional Step:** Contact the Global Network

We highly recommend contacting the AFU Secretariat to inform them of your activities related to the Age-Friendly University Principles and your application process. The Secretariat can assist you in the application process and connect you to other regional higher education institutions.

1.3 Form an Age-Friendly University Working Group

Engaging with the AFU Principles requires engagement from the institution's multiple internal and external sectors. Beyond the Age-Friendly University Champions, we recommend engaging with faculty, staff, student, alums, and community members. It is critical to keep minutes and details of the work of this committee. Many institutions require faculty governance or administration feedback to proceed with this process.

1.4 Inventory of Existing Programs Aging/Life-Long Learning at Your Institution

One of the major activities of this AFU Working Group will be to develop an inventory of existing programs at your institution. Some institutions may already have this; it will be a new process for others. This step aims to identify potential partners across your institution but also to identify the potential for collaboration and engagement. After this step, you may conduct a SWOT (Strengths, Weaknesses, Opportunities, Threats) of your institution's activities.

1.5 Identification/Alignment with the 10 AFU Principles

From the inventory, you will have gained an understanding of the activities at your institution and the potential gaps. You can use this to identify alignment between your existing/planned activities and the Age-Friendly University Principles.

Note: While we aim to have institutions engaged across all 10 Principles for the application, we only seek evidence of existing or planned activities from 2 to 4 of the Principles in the application.

1.6 Documentation of Aligned Activities and Principles

You are asked to provide evidence/descriptions of your existing or planned activities as part of your application. As part of your application, these should be uploaded as one document (.pdf) with appropriate titles. We recommend using the Principles as the header for each section. Examples of evidence may include but are not limited to the number of participants, a description of the program, outcomes associated with the program, etc.

Institutional Support

Arrange a meeting with the appropriate member of your university administration (e.g., chancellor, provost, president) who would approve your institutional endorsement. The appropriate administrator should sign this endorsement letter and provide a commitment of support for the Age-Friendly University Principles. It is also helpful to note what the institute wishes to get from its membership. Many institutions discuss the initiative with a faculty assembly, faculty senate, or other governance body.

Remember: Endorsing the Age-Friendly University Principles is an Institutional commitment and thus cannot be done by individual departments.

2.1 Engage University Partners in the AFU Principles

Although a letter of endorsement is only needed from the appropriate university administrator (e.g., chancellor, provost, president), we highly recommend engagement across the institution for the most significant impact. Many institutions seek to engage their Academic Assembly, Faculty Governance Structures, Departments, and Centers in the process – and to seek input and endorsement.

2.2 Completed Endorsement Letter

All applications to the AFU GN require a letter of endorsement from the university administration. It is helpful if, in this letter, the administration provides the following information 1) details about their institution, 2) an endorsement and commitment to the AFU Principles, 3) identification of the Key Principles for the University (if applicable), and 4) what the institution hopes to get out of membership. A copy of this letter should be uploaded to the application.

Complete the Age-Friendly University Application

Your Age-Friendly University Champion will submit the Application to the Global Network. The application serves as a member record. It requires information related to your institution, existing or planned activities in line with the Age-Friendly University Principles, a commitment to continuous improvement, identification of your Age-Friendly University Champions, and submission of the letter of endorsement and other evidence.

3.1 Download Working Application

A downloadable copy of the application is available on our website under the Application Resources Tab. You can complete the application in Word and copy and paste your responses to the online form. Doing so will save you time.

3.2 Submit Application

Visit the AFUGN.Org Website and submit your application! Applications are reviewed during the monthly meeting of the Executive Council. Your university' Age-Friendly Champions will receive an electronic letter detailing the decision.

Reminder: You will need to upload the following as part of your complete application:

1. Evidence for Selected Principles
2. Letter of Endorsement from University Administration
3. A High-Quality Institutional Logo