

## California State University Northridge

### The CSUN Approach to International Agreements

**All International MOUs are University Agreements.** All MOUs with international schools, colleges, universities, or appropriate educationally related professional or research organization are CSUN agreements. Because this is the case, the CSUN president in keeping with CSU policy must sign all MOUs. No one else can approve a relationship between CSUN and any international organization. MOUs are initiated by a department and college or by a University division and move from there through review and approval to gain the president's approving signature.

**Make Friends First.** If there is a wish to develop an MOU to start a relationship with an international institution and CSUN, it is most useful to develop an MOU that does not commit CSUN resources or promise particular aspects of a collaborative relationship that have yet to be defined. Such a handshake or friendship MOUs are much quicker and easier to develop and approve. Once in place, if the relationship matures and particular projects or exchanges are identified, a separate MOU can then be drafted that is very specific to the project or exchange in question. It is much easier to develop a clear and policy-compliant MOU if it focuses on a very specific project or exchange and is, in turn, able to include all the terms and conditions needed to make the agreement solid and approvable.

**Make Friends of High Value.** See [CSUN's International Priority Outcomes and Academic Values](#) for a description of the priority outcomes and values guiding CSUN's international initiatives. Any proposed CSUN working relationship with any international institutions will be reviewed at all levels in terms of its fit with those goals and values. The quality and reputation of the institution/organization with which an MOU is proposed will impact approval. An alignment of educational values and academic quality is important for any relationship into which CSUN enters.

**Compliance from Start to Finish.** CSUN must comply with CSU policies and procedures for international agreements. All international agreements (MOUs, MOAs, contracts, etc.) that commit CSUN or CSU resources must be drafted in keeping with CSU templates for such agreements, must be fully reviewed and approved on the CSUN campus as outlined below, must be reviewed and approved by the CSU Chancellor's Office and CSUN legal counsel, and must be signed by the CSUN president. All MOUs must now also have a finish as well as a start – CSU policy now requires that MOUs be for no more than three to five

*This document is the official CSUN policy and procedure statement for all matters related to International Agreements at CSUN. Approved, and implemented by CSUN, July 2013. The oversight and regular yearly review and update of these policies and procedures are the responsibility of CSUN Academic Affairs through the Vice President of Academic Affairs and Provosts with the day-to-day oversight and implementation delegated to the CSUN Senior International Officer. These policies and procedures are distributed to the CSUN campus community each year in August.*

years (those that have proven to be of significant value to CSUN may be proposed for renewal).

**Start Early.** The new CSU required review and approval processes take time. Allow a minimum of four weeks in advance of the date you would prefer the MOU signed if it is a simple friendship/handshake MOU that does not commit any CSUN resources. Allow a minimum of eight weeks to develop and approve an MOU that commits CSUN resources. See [Approvals and Routing Overview](#) to get an idea of the routing and approvals that will be required for each of these two kinds of MOUs

**To Get Started – Email John.** It is easier to talk to John Binkley (Associate Dean of the Tseng College) about approaches before you attempt to draft an MOU. Much easier to talk to John about what you wish to do than trying to sort through the CSU policies and templates. John can point you in the right direction and give you the right templates and links to the relevant policies as appropriate so you don't get lost in a forest of policy and process. [John.h.binkley@csun.edu](mailto:John.h.binkley@csun.edu)