

California State University Northridge

The Role and Structure of the CSUN Network of Departmental International Liaisons

Focus: The areas of focus for the network of departmental liaisons are those defined by the *Priority Outcomes and Academic Values Guiding CSUN International Programs, Services and Relationships*.

The departmental international liaison brings ideas, information, and the co-creative conversations to the departmental level where specific ideas, and options can be put into practice – this is an essential role to moving from possibility to reality.

Network Membership:

- Fall Meeting Schedule is established during the month of September. Typically, meetings are scheduled in October and November.
- Meeting Schedule is established during the month of January. Typically, meetings are scheduled in March and April.

There is one international departmental liaison per department. The liaison is nominated by the chair and approved by the dean of the college in which the department in question resides.

Liaisons serve for a renewable one-year term for a maximum of five consecutive terms. After a break in service of two years, a liaison that has served more than five consecutive years can be again nominated for by the chair for the role.

Department chairs consider the nature of the role as described below when making nominations as do college deans in approving them.

The departmental international liaisons are appointed in August of each academic year for a term to begin at the beginning of the Fall Semester.

Communication with the Departmental International Liaison network is managed by the CSUN Senior International Officer or designee which keeps the list of network members, the record of terms served, manages the call for yearly nominations, provides a flow of update information, and ensures network members are invited to key international briefings on campus or at the CSU level as appropriate and to the topical seminar portion of the meeting of the CSUN International Education Council.

The Role of the Departmental International Liaison: The primary role of the

This document is the official CSUN procedure statement for all matters related to International Education Council at CSUN. Approved, and implemented by CSUN, July 2013. The oversight and regular yearly review and update of these 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.

departmental international liaison is facilitating information about international ideas, models, and opportunities to the department's chair, faculty, and students, and from the department to the CSUN network of liaisons and the CSUN

International Education Council. Departmental international liaison's work identifies opportunities and assesses options and ideas discussed in the department in light of the *Priority Outcomes and Academic Values Guiding CSUN International Programs, Services and Relationship*.

The sources of information for the departmental liaisons are the University Senior International Officer, the chair of the International Education Council, the Provost, the Vice President for Student Affairs, the CSU International Education Office, and special informational meetings/seminars (primarily attending the seminar component of the International Education Council - the topical seminar segment).

The departmental liaison is also expected to be current and conversant with CSUN international resources and policies so that each departmental liaison can guide department chair, faculty, curriculum committees, hiring committees, and students to the right CSUN web site and/or individual to get accurate and current information and guidance that will effectively move international plans forward and provide current and accurate answers to questions.

Given the nature of the role as a communications facilitator and departmental resource for all things international at CSUN, the departmental international liaisons are expected to be proactive communicators and resources for the department. Liaisons should be active learners and clear communicators of sometimes complex ideas and models in writing (emails and the like) and oral presentations at the department level, and in individual conversations. It is very helpful if the department's international liaison has a personal passion for the broader international issues as they pertain to enriching the educational experience for students in the department, the globalization of the curriculum, and significant international relationships that enhance teaching, learning, and research in the department overall.