California State University Northridge

International MOU/Initiative Approval Signature Cover Sheet

CSU policy now requires that the president sign all MOUs but for the president to have clear evidence that a given MOU has been reviewed and approved in keeping with CSUN internal practices this approval coversheet must be attached to the MOU going forward for presidential signature

The attached draft agreement/MOU between CSUN and the following international college/university:

_____

has been reviewed and approved by the following administrators:

1. The signature from the Tseng College confirms that the proposed MOU has been reviewed for its preliminary compliance with current CSU and CSUN policies for international MOUs of its type and for fiscal viability if the MOU entails a commitment of CSUN resources.

_____Date: _____
Associate Dean, Tseng College (John Binkley)

2. The signature of the chair(s) from the department(s) from which the proposed MOU is being put forward confirms that this is an international initiative of importance to the department(s) in question and that, in that light, the department(s) are prepared to actively support the international relationships/initiative outlined in the MOU.

_____
Name of the primary department

_____Date: _____
Signature of the Chair of the Primary Department

_____
Name of the collaborating department

_____Date: _____
Signature of the Chair of the Collaborating Department

3. The signature of the dean from which the proposed MOU is being put forward confirms that this is an international initiative of importance to the college in question and will meaningfully enhance the college's programs, student learning experience, and/or the priority research of the college and that, in that light, the college prepared to actively support the international relationships/initiative outlined in the MOU in question.

_____
Name of the College

_____Date: _____
Signature of the Dean of the College

4. The signature of the CSUN purchasing and contacts manager that she have reviewed the proposed MOU in detail and find it to be compliant with CSU and CSUN policies for an MOU of this type.

_____Date: _____
Deborah Flugum
Purchasing Manager Purchasing & Contract Administration
(Room 180, University Hall)

The signature of the manager of insurance and risk management is required if any exceptions or exceptions to standard requirements for insurance and indemnification are required for the MOU in question.

_____Date: _____
Jody Van Leuven
Manager
Insurance & Risk Management*
*Review is only required when there are exceptions to insurance and indemnification.

5. The University Senior International Officer reviews the MOU and all related documents and commentary and determines if the MOU needs further work and refinement or should be sent on to the provost's for final academic review at the campus level. The signature of the University Senior International Officer indicates that the proposed MOU is ready for review by the provost.

_____ Date: _____
University Senior International Officer (Joyce Feucht-Haviar)

6. The provost's signature confirms that the proposed MOU has the support of the appropriate academic units and is ready for final review and signature by the president (following review by the Chancellor's Office for MOUs for which such review is required before presidential signature).

_____Date: _____
Harold Hellenbrand
Provost & Vice President for Academic Affairs