

## 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 academic 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 academic 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:**

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

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

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

Academic 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

departmental international liaison is facilitating information about international ideas, models and opportunities to the academic department's chair, faculty and students, and from the academic 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 international 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 international liaison is also expected to be current and conversant with CSUN international resources and policies so that each departmental liaison can guide academic 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 communications facilitators and departmental resources 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 departmental 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.