

California State University, Northridge

The CSUN Approach to International Agreement Approvals and Routing Overview

Handshake/General Friendship MOU

This MOU follows a [CSUN template](#) that expresses a shared set of educational values and in most cases the intention to explore specific collaborations for the future. It commits no CSUN resources, including commitments that require CSUN resources (such as travel to the international institution in question or the like).

1. To initiate, a draft MOU following the [CSUN template](#) is sent electronically to the CSUN Deputy Senior International Officer (DSIO), **by a college dean or University VP**. Department chairs, program directors, and/or center and institute directors that wish to initiate an international agreement should start with a conversation with their college dean who will confirm approval of the initiative in question by submitting the draft MOU for approval. Associate VPs or unit directors should start with a conversation with their divisional VP who will confirm approval of the initiative in question by submitting the draft MOU for approval.
2. As the designee for handling MOUs, the DSIO reviews the draft MOU version, suggests changes and/or seeks further review and/or approves the draft to be prepared for presidential signature.
3. Once given final preparation, two copies of the MOU goes to the CSUN President for signature.
4. Both signed copies are sent to the partner in question for their final signatures, with one original copy sent back to the DSIO.

MOUs/Contracts/Agreements that Commit CSUN and/or CSU Resources

MOUs that commit CSUN resources must be crafted in keeping with CSU templates for such agreements and must have very specific and detailed terms for the collaborative initiative planned. CSUN resources are committed when a MOU proposes a joint research project, collaborative program, student exchange, faculty exchange or the like. MOUs such as these are treated as contracts and require a more comprehensive review and a more extensive set of approval signatures.

1. MOUs/Contracts/Agreements (Draft) are sent to the DSIO. This is the first step in the review.
2. Following the campus review policy, the Draft is sent to the department chair(s) in question for review and signature.

3. If the department chair does not wish to sign the Draft, he/she returns it to the DSIO unsigned and the Draft goes no further.
4. If the department chair signs the Draft, he/she sends it on to the College Dean for review and signature.
5. If the College Dean in question does not wish to sign the Draft, he/she returns it to the DSIO unsigned and the Draft goes no further.
6. If the College Dean signs the Draft, she/he sends it to the DSIO signed and the DSIO takes it either forward to Purchasing and Contracts Administration if it is an MOU/Contract/Agreement for very specific programs/services, or for review and comment from the International Education Council if it the Draft is a more general academic MOU/initiative that might be appropriate for broader academic links.
7. If the Draft has gone to the International Education Council for review, DSIO ensures that a one-page summary of the Council's observations and recommendations is created and reviewed. If the DSIO feels that the Council's recommendations warrant revisions in the proposed MOU/initiative, he/she confers with the University Senior International Officer (SIO) who determines if changes and/or redraft are needed and/or an additional conversation with the proposing department and college). Following these additional steps, if the proposed MOU/initiative is to move forward, the DSIO forwards the Draft for review to CSUN Purchasing and Contracts Administration.
8. If CSUN Purchasing and Contracts Administration does not sign the proposed MOU, it goes no further. If Purchasing and Contracts Administration did not sign the MOU but express a willingness to do so if specified changes are made, the DSIO works with the proposing department and college to see if they wish to make the recommended changes.
9. If Purchasing and Contracts Administration signs the proposed MOU (which may include a review and signature from CSUN Insurance and Risk Management if Purchasing and Contracts Administration warrants that it is needed in keeping with CSU and CSUN policies), it is then returned to the DSIO.
10. Once approved internally, the DSIO presents the proposed MOU to the CSU Chancellor's Office via SharePoint for approval by both Chancellor's Office Academic Affairs and Office of the General Council, where further edits and recommendations might be required before final approval is given.
11. Once approved by the Chancellor's Office Academic Affairs and Office of the General Council, the Draft is prepared for CSUN internal routing, which requires signatures from the DSIO, Director, Purchasing and Contract Administration, Risk Manager, Insurance & Risk Management and Provost and Vice President for Academic Affairs. Additional signatures from department chairs and/or College Deans for academic MOU/initiatives are also required on the signature sheet.
12. Once all signatures have been collected, the approved Draft is then submitted to the CSUN President for final signature.