

California State University Northridge

The CSUN Approach to International Agreement Approvals and Routing Overview

Routing For a Hand-Shake/General Friendship MOU

This kind of MOU follow a set CSUN template that expresses a shared set of educational values and in most case the intention to explore more specific collaborations in future. It commits no CSUN resources including the commitments that require CSUN resources (like a commitment to travel to the international institution in question or the like).

- 1 The draft MOU sent electronically to the Associate Dean of the Tseng College (John Binkley at John.h.binkley@csun.edu), **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 designee of the CSUN Senior International Officer for handling MOUs, the Deputy Dean of the Tseng College reviews the draft MOU, suggest changes and/or seeks further review and/or approves the draft to be prepared for presidential signature.
- 3 Once given final preparation, the MOU goes to the CSUN president for signature.

Routing for All 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 an MOU proposes a joint research project, a collaborative program, a student exchange, a faculty exchange, or the like. MOUs like this are treated as contracts and require a more comprehensive review and a more extensive set of approval signatures.

- 1 Draft MOUs/Contracts/Agreements (Draft) are sent to the Tseng College, Associate Dean. This is the first step in the review.

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.

- 2 Following the Tseng College Review 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 Tseng College, Associate Dean 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 Tseng College, Associate Dean unsigned and the Draft goes no further.
- 6 If the college dean signs the Draft, she/he sends it to the Tseng College, Associate Dean, signed and the Tseng College takes it either forward to purchasing and contracts management if it is an MOU/contract for very specific programs/services or on 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, the Tseng College Associate Dean ensures that a one-page summary of the Council's observations and recommendations is created and reviewed. If the Associate Dean of the Tseng College feels that the Council's recommendations warrant revisions in the proposed MOU/initiative, he confers with the University Senior International Officer who determines if changes and/or a 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 Tseng College Associate Dean takes it for review by CSUN purchasing and contracting.
- 8 If CSUN purchasing and contracting does not sign the proposed MOU, it goes no further. If purchasing and contracting did not sign the MOU but express a willingness to do so if specified changes are made, the Tseng College Associate Dean works with the proposing department and college to see if they wish to make the recommended changes.
- 9 If purchasing and contracting signs the proposed MOU (which may include a review and signature for insurance and risk management if purchasing and contracting feels that is needed in keeping with CSU and CSUN policies), it is returned to the Associate Dean of the Tseng College.
- 10 The Associate Dean of the Tseng College presents the proposed MOU and the feedback on it to the University Senior International Officer who either signs the document and refers it on to the provost for review and approval or does not sign it and instead recommends additional modifications.
- 11 Following the signature of the University Senior International Officer, the

proposed MOU goes to the provost for review and approval. If the provost does not sign the document, it goes no further. If the provost signs then the Associate Dean of the Tseng College conveys the proposed MOU to the Chancellor's Office for review and approval as required for proposed MOU that commit University resources before it goes to the CSUN president for signature. If it is a non-committal "hand shake" MOU it may go directly to the president for signature following the approval of the Provost.

- 12 The following signature section will be added to any MOU to confirm approvals at each step (Note: the CSUN president must sign the MOU itself following the full review and approval process below):