

## INTERNATIONAL AGREEMENTS

### 1.0 GENERAL PRINCIPLES.

Consistent with strategic plans for both The California State University and California State University, Dominguez Hills ("University" or "the University"), this policy intends:

- 1.1 To forward the University's commitment to student success in the 21<sup>st</sup> century, in which global learning must be an important element;
- 1.2 To conform to best practices in developing, approving, maintaining, and periodically reviewing international relationships and activities; and
- 1.3 To meet the requirements found in state law, system-wide Executive Orders including Executive Order 1080, "International Agreements,"<sup>1</sup> and any other mandates.

### 2.0 DEFINITION OF INTERNATIONAL AGREEMENT; SCOPE OF THIS POLICY.

- 2.1 For the purpose of this policy, an international agreement involves an agreement with a partner, where the University makes a commitment of resources to engage in activities with international students, universities or other persons or entities doing business outside of the United States. International agreements include: degree programs offered abroad; articulation agreements; agreements with agents or partnerships to recruit international students; student, staff and faculty exchange; and study abroad.
- 2.2 This policy does *not* govern standard agreements relative to funded research projects which (1) have been reviewed and approved as a part of the University's grant approval process, (2) may be carried out in a location outside of the United States, and (3) which may involve payments for services received by a non-American university or other entity.
- 2.3 This policy also governs agreements that are solely expressions of shared values, but that do not commit financial or other University resources.
- 2.4 This policy shall govern international agreements that provide for teaching, learning, and research activities intended to benefit students and / or faculty. This policy does not govern international agreements that may facilitate the University's interests in administration and finance, or other aspects of University mission not involving students and / or faculty.

### 3.0 OVERALL CONTROL.

- 3.1 The President of The University ("the President") is the final authority relative to the implementation of the requirements set out in this policy.
- 3.2 The President is the only individual authorized to sign and / or approve any international agreement, *except* as provided below regarding a "Letter of Agreement." Other administrators, staff, and faculty of the University may not sign, and may not otherwise enter into, any international agreement, *except that* the President may

specifically, in writing, authorize a University employee to sign a “Letter of Agreement” with specific content approved by the President that is solely an expression of shared values and does not commit financial or other University resources.

#### **4.0 UNIVERISTY REVIEW PROCESS.**

All proposed agreements shall go through a formal and documented campus review process including:

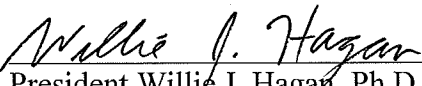
- 4.1 Ensuring that appropriate resources are available for the proposed activity.
- 4.2 Evaluation of the risks of the proposed activity, and the agreement and balancing the benefits of the proposed activity against the risks.
- 4.3 Review of applicable host country legal requirements for the proposed activity.
- 4.4 Coordination with the system wide Office of Risk Management to ensure that appropriate insurance has been procured for the activities involved.
- 4.5 This process shall be as follows at California State University, Dominguez Hills.
  - 4.5.a Proposed international agreements may be developed by faculty and/or administrators in the course of their work for the University.
  - 4.5.b Any prospective non-American partner must be informed that only the President may sign an international agreement.
  - 4.5.c Early in any process for developing proposed international agreements, those engaged in the work of drafting shall alert department chairs and college deans about any discussions and any process for drafting an agreement.
  - 4.5.d Deans shall consider whether the proposed international agreement appears to be in the best interests of the University, consulting the University strategic plan and any other appropriate expressions of University mission and goals as a part of their considerations. Based on such considerations, deans shall encourage, or discourage, further work on a draft international agreement.
  - 4.5.e In a timely way, deans shall provide full reports to the Provost and Vice President of Academic Affairs about progress toward international agreements.
  - 4.5.f At a suitable point in the drafting process, the Provost may receive from deans formal proposals for an international agreement. Faculty-developed prospective agreements *must* be routed to the Provost *via* the appropriate college dean.
  - 4.5.g The Provost shall scrutinize proposed international agreements for conformance to this policy and to University mission and goals. Upon finding essential conformance, the Provost shall provide for appropriate review by the University risk manager. With conformance to University mission and goals established, and with any advice from the University risk manager in hand, the Provost may forward proposed international agreements for initial review by the President.
  - 4.5.h Following his or her review of a proposed international agreement, the President shall approve in writing further work on the proposed agreement, or shall require that further work on the proposed agreement be modified or discontinued.

- 4.5.i Following initial approval from the President, the Provost shall oversee a process that culminates in review and eventual approval by the Chancellor's Office in conformance to applicable system wide Executive Orders.
- 4.5.j Following approval by the Chancellor's Office, the proposed agreement shall be provided to the President, for his / her final review and decision whether to sign the agreement.

**5.0 RETENTION AND MAINTENANCE OF AGREEMENTS.**

- 5.1 The President shall designate one office which shall take custody of all international agreements, shall generally oversee them, and shall advise the President and the Provost relative to actions required by agreements, including their renewal.
- 5.2 The custodian shall maintain a comprehensive archive of all agreements. This shall include expired agreements for a period of not less than four years following their expiration.
- 5.3 The custodian shall provide an inventory of all University international agreements annually to the Chancellor's Office, in conformance to Executive Order 1080.

**6.0 DURATION OF AGREEMENTS; PROVISION FOR MODIFICATION.** All agreements must have a sunset clause, providing for a duration of no more than five years before review and possible renewal. All agreements shall also have provision for modification or early termination.

  
\_\_\_\_\_  
President Willie J. Hagan, Ph.D.

1/21/14  
\_\_\_\_\_  
Date