



Instructions and Approval Form for Non-research International Agreements

TO: Proposers of Agreements with International Institutions

FROM: David Fleshler, Associate Provost for International Affairs

“*Promotion of an inclusive culture of global citizenship*” is highlighted in *Forward Thinking*, the 2008 strategic plan for Case Western Reserve University, as a primary means by which the university achieves its mission. Global citizenship is promoted in many ways that are currently being pursued by faculty, staff and students throughout the university. An important component of advancing global citizenship is to engage in working relationships with colleagues, universities and other institutions and governmental entities throughout the world. Our faculty as well as all units of the university (department, school, etc.) are encouraged to both clarify and memorialize their relationships and future work by entering into formal agreements. Note: the university is not able to officially assume the obligations of an agreement without the approvals listed below and the signatures of two authorized university officials on the agreement.

Instructions for seeking approval for non-research international agreements are described below. A non-research international agreement is defined as any agreement that is not subject to approval by the Office of Research Administration (ORA) or by another university office (such as the Technology Transfer Office). If ORA or another office separately reviews an agreement for the quality of the proposal and partner institution, as well as legal compliance, then the process described below does not apply. A completed Approval Form is required for approval of non-research international agreements, and will permit the President and Provost, or their designees, to sign an agreement with an international institution, thereby obligating Case Western Reserve University.

Instructions

1. The faculty member proposing that the university, school/college, department, or division of the university, enter into an agreement with an international institution (the Proposer) should fill out and sign the attached Approval Form in the spaces indicated. By signing the Approval Form, the Proposer is indicating that he or she is the originator of and approves the proposed agreement. In addition, the Proposer is attesting that: the proposed agreement meets the International Approval Criteria; corresponds to his/her educational or research agenda; and, sufficient resources exist to implement the proposed agreement. Finally, in order for subsequent signatories to sign the Approval Form, the Proposer must attach the proposed agreement and one or more pages that demonstrate why the proposed agreement and proposed partner institution meet the International Agreement Criteria (the International Agreement Criteria are set forth on the Approval Form).
2. The Proposer should forward the proposed agreement to the Associate Provost for International Affairs (APIA) for an initial review and approval of the proposed agreement. APIA will review the proposed agreement and forward the proposed agreement to the Office of General Counsel. Once both offices have reviewed and provided initial approval of the language of the proposed agreement, APIA will return the proposed agreement to the Proposer. Note: this approval is not a formal approval of the proposed agreement, which will come later in the process, as set forth below.
3. The Proposer should then forward the Approval Form, with the proposed agreement and attachments, to his or her department chair.¹ The department chair should sign the form in the space provided, indicating his/her approval and attesting that: the proposed agreement meets the International

¹ If the school does not have departments, then skip this step and send the Approval Form straight to the dean.

Approval Criteria; corresponds to the educational or research agenda of the department; and, sufficient resources exist to implement the proposed agreement. The department chair should then return the Approval Form, with attachments, to the Proposer.

4. The Proposer should then forward the Approval Form, with the proposed agreement and attachments, to his or her dean. The dean should then sign the form in the space provided, indicating his/her approval and attesting that: the proposed agreement meets the International Approval Criteria; corresponds to the educational or research agenda of his/her school or College; sufficient resources exist to implement the proposed agreement; the proposed agreement has been approved by an official process of his/her school or College, if applicable; and, the proposed agreement is significant to his/her school or College and/or to the university. The dean should then return the Approval Form, with attachments, to the Proposer.
5. The Proposer will then forward the Approval Form, with attachments and signatures, to the APIA. The APIA will ask for review and signature by the Vice Provost for Undergraduate Education, the Vice Provost and Dean of Graduate Studies and Postdoctoral Affairs and the Office of General Counsel (in their individual roles and/or as university representatives to external authorizing and accrediting bodies) and then review and sign himself or herself. Each of those administrators should sign the Approval Form in the space provided, indicating his/her approval and attesting that: the proposed agreement meets all requirements and that the proposed agreement needs no further approvals from other university or external bodies (such as the Faculty Senate, Board of Trustees, Ohio Board of Regents, Higher Learning Commission, etc.).
6. If all required offices sign the Approval Form, then the APIA will inform the Proposer, who will contact the partner institution to arrange for execution of the document.
7. In the event one of the offices does not sign the Approval Form, the APIA will inform the Proposer, together with the reasons, and the APIA and Proposer will then determine the next steps.
8. A dean may, of his/her own accord, propose that the school/College or the university enter into an agreement with an international institution. In such case, the dean should sign the Approval Form as both the Proposer and the Dean, indicating his/her approval and attestations, as set forth above, as both Proposer and Dean. In this situation, the signature of a Department Chair is unnecessary. The process will then proceed as set forth in Paragraphs 5 – 7, above.
9. The Associate Provost for International Affairs may, of his/her own accord, propose that the university enter into an agreement with an international institution. In such case, the APIA should sign the Approval Form as the Proposer, indicating his/her approval and attestations, as set forth above in Section 1. If the agreement is a student exchange agreement, the APIA should then forward the Approval Form to the Education Abroad Advisory Committee, which will sign instead of the dean, indicating its approval and attestations, as set forth above in Section 4, substituting the word “university” for “school or college.” If the agreement is another type of agreement with the university, the APIA should forward the Approval Form to the Provost, who will sign instead of the dean, indicating his/her approval and attestations, as set forth above in Section 4, substituting the word “university” for “school or college.” In these situations, the signature of a Department Chair is unnecessary. The process will then proceed as set forth in Paragraphs 5 – 7, above.

Approval Form

International Agreement Criteria

The proposed international agreement should advance the mission of Case Western Reserve University. Factors that will help determine if such agreement will advance CWRU's mission include whether: (a) such institution has a quality reputation, as determined by the international ranking and the in-country ranking of the institution; (b) the individual department at the institution has a quality reputation; (c) the overall faculty and/or individual faculty members at the institution have a reputation for quality education and/or research; and, (d) other indices of quality, as detailed by the Proposer. In addition, the proposed activity or collaboration should have the potential to improve both CWRU and the partner institution.

To Be Filled Out by the Proposer

Name of Proposer: _____

Department: _____

School or College: _____

Telephone: _____ Email address: _____

Name of Institution for proposed agreement: _____

Location of Institution (City, Country): _____

Type of Agreement²: _____

Required Signatures

Before signing this Approval Form, please read the Instructions, which detail the meaning of your signature.

Proposer: _____

Department Chair: _____

Dean: _____

Vice Provost for Undergraduate Education: _____

Vice Provost/Dean of Graduate Studies: _____

Office of General Counsel: _____

Associate Provost for International Affairs: _____

Required Attachments

To complete the packet for approval by all signatories, the Proposer should attach the following:

- The proposed agreement with the international institution.
- One or more pages demonstrating why the proposed partner institution meets the International Agreement Criteria set forth above.

² Typical agreements include student exchange agreements, faculty exchange agreements, 3+2 agreements, and joint academic program agreements.