

Office of International Programs

Marian University: Strategic International Partnership Guidelines & Protocol

The following set of guidelines and protocol have been developed to assist faculty/staff, academic departments and auxiliary units with establishing formal college, school or campus-level partnerships between Marian University and international institutions and organizations. This set of guidelines and protocol includes; letters of intention for cooperation, formal articulation agreements, student/faculty exchange agreements, and affiliate agreements for education abroad programming through US and foreign-based providers. Any petitions for partnership agreements related to international student recruitment may be forwarded directly to the Chair of International Programs and Executive Director for Global Initiatives (CIP-EDGI).

Marian University welcomes and supports faculty and staff initiatives to establish valuable international collaborations that lead to formal department-to-department, college-to-college or institution-to-institution partnerships with international counterparts, peers or contacts. It is important to note that, however informal these contacts appear, such collaborations constitute a formal relationship between MU and international entities. With the goals of maximizing campus resources, minimizing institutional risks and leveraging the various knowledge areas, the formalization of such partnerships involving signed documentation first must involve a period of review by MU representatives concerned with international travel risk, country-specific law and tax considerations, country specific business considerations, and compliance matters. To that end, the following steps and procedures have been adopted for the consideration of all international partnerships and the formalization of relationships that lead to international partnerships. *Situations where individual faculty or staff members are asked to participate in international symposia, lectures, presentations, or faculty-to-faculty research do not apply to this process unless a formal agreement through MU is required. All MU employees are invited to contact the Office of International Programs for advising on international partnership matters including international travel preparations and other programmatic considerations.*

1. It is required that all proposed international partnerships select at least one Partnership Advocate Liaison (PAL) who is a full-time tenured or tenure-track faculty member or full-time staff member. Adjunct faculty, non-tenure-track-faculty, and part-time staff may also serve as a PAL with the support of their department chair, dean or supervisor. The PAL should have working knowledge of the candidate partner institution and agree to serve as the main point of contact for questions regarding long-term benefits of the proposed partnership. A critical role that the PAL will play, and in collaboration with the Marian CIP-EDGI and the partner institutions' PAL, is ensuring that the agreement process moves forward efficiently and that any signed agreement will be maintained and active. The PAL will also play a key role in evaluation of agreement renewals. It is suggested that in this step the College/School/ Dean and/or direct supervisor of the PAL has both reviewed and approved the initiative in question and before step 2 begins.

2. PALs interested in exploring the possibility of an international partnership are required to meet with the CIP-EDGI to discuss their ideas and objectives. The PAL would do so either in conjunction with or with full knowledge of their department chair, dean, or supervisor. Talking points for this meeting with the CIP-EDGI are the following: a) identification of the units or academic departments that will most likely benefit from the establishment of a formal partnership. Significant academic merit and compatibility must exist; b) evidence that the academic units, school or college advocating the partnership has considered a multi-month or multi-year plan for activity involving students, faculty or staff as well as evidence that the proposed partnership is real, meaningful and has potential for growth (ie. correspondence with international PAL or peer); c) explanation that the partnership will promote teaching, service-learning/experiential learning, research or funding opportunities and will enhance student, faculty and staff development or experience in the way of diversity, multiculturalism and global competence; d) explanation of how the proposed partnership will be mutually beneficial between the partners and raise the awareness level of MU on the international stage; e) overview of a rough budget for expenses, tuition, fees and/or grant information if applicable to said partnership. Faculty that are unable to meet in person with the CIP-EDGI may provide the above talking points in written form.

Note: All international partnerships must, directly or indirectly support the MU Mission, Vision, and Franciscan Values and Strategic Plan statements which can be viewed at: <http://www.marian.edu/about-marian/vision-mission-and-values>.

3. Notes from the initial meeting with the CIP-EDGI will be shared with the PALs dean, chair or supervisor and in order to receive confirmation of full support. When support is confirmed then the CIP-EDGI may then elect to carry out a site visit, send the PAL to carry out a site visit, or participate in a video/teleconference with the candidate partner institution in order to review logistics, services, housing and meal locations, go over safety and other forms of students support. Travel for site visits will be determined based on whether MU faculty/staff/students will be engaged in on-site activities or living at partner locations/institutions. It is requested that the PAL be present when video/teleconference sessions are being held. At this point in the process a careful review of any potential risks (ie, travel risk, financial, health, safety, export, and information/data security) will be carried out.

4. Following a site visit and/or video/teleconference, the CIP-EDGI and if all criteria are met in regards to moving forward with a formal partnership then the approval process will begin. The approval process is as follows: a) The CIP-EDGI together with the PAL and appropriate academic unit will draft a Memorandum of Understanding (MOU) or appropriate agreement document. The CIP-EDGI will review the document for business, logistical, and operational details. b) The CIP-EDGI will then provide a draft to the MU Legal Counsel for a legal and compliance review. c) Once the document is approved by Legal the CIP-EDGI will then provide an original to the Provost and/or President for signatures. d) Once signatures at MU are completed the CIP-EDGI will forward the original onto the contact person or PAL at the partnering institution for signatures. e) Once all signatures are finalized the original will be filed in the Office of International Programs' International Partnership Repository and copies will go to the Provost' Office, corresponding academic unit and dean and all other offices that may at one point participate in the new international partnership.

Note: In the case of agreement or international partnership renewal steps 1 – 3 may not be necessary; however, in keeping with overall protocol and best practices it is always best to refer to the CIP-EDGI when beginning these conversations.

For more information or questions regarding the process, please contact Anthony Shull, Chair of International Programs & Executive Director for Global Initiatives at 317-955-6333, ashull@marian.edu.

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