**Protocol for Managing International Partnerships**

Institute for Global Engagement

**Definitions**

1. An **international partnership** is an agreement between Western and a university in another country to cooperate on one or more activities. Potential or actual partnership activities are defined in writing in partnership agreements.
2. **Verbal agreements** between a Western faculty, administrator or staff member and an international affiliate do not constitute international partnerships or binding agreements.
3. Discrete **contracts for services or programming** between Western and an international institution or entity do not in and of themselves constitute international partnerships.
4. Western maintains **three types of international partnership agreements**:

* **A Cooperation Memorandum of Understanding (MOU)** is a written agreement affirming that the universities named are committed to developing projects that have not yet been defined. This is the initial agreement between university partners and carries a 5 year term.
* **An Exchange agreement** is a written agreement for the exchange of students and/or faculty. It carries a 5-year renewable term.
* **An Advancement agreement** is a written agreement between Western and an existing university partner that defines the scope, timeline, and financial commitments made by the parties in support of specific activities. It carries a 1-5 year renewable term. NB: a contract defines the terms and conditions, liability, payment structure, and/or revenue sharing model of a specific project. Contracts are not subject to the present partnership protocol.

1. International partnership agreements may exist at either the **College or University level**. If partner activity is intended to remain within one college, whether within a single department or across multiple departments and programs, a College-level agreement is appropriate. If more than one college is impacted by the intended activity or activities, a University-level agreement is appropriate.
2. **Signatures**: The appropriate dean, the Provost and the Assistant Attorney General sign College-level agreements and Advancement agreements. The President, the Provost and the AAG sign University-level agreements.
3. Western maintains **templates** for each type of agreement in the contract management system (CMM) within Contracts Administration.

**Responsible parties**

1. **Individual faculty members, department chairs, academic program directors, and college deans** may propose new Cooperation or Exchange agreements using the *Request for International Partnership Agreement* form. The **Education Abroad** Director may also propose new university-wide student Exchange agreements using the *Request* form.
2. Individual faculty members, department chairs, academic program directors, college deans, and the Vice Provost for Extended Education may propose new Advancement agreements using the *Request for International Partnership Agreement* form.
3. **Faculty Advocates** are responsible for guiding the activity of specific partnerships and for reporting on an agreement’s status near the end of its expiration term using the guidelines suggested on the *International Partnership Assessment Report*.
4. IGE’s **International Partnership Committee** (IPC) approves and evaluates new and existing partnership agreements using the established *Request* criteria and assessment rubrics as defined in the *International* *Partnership Assessment Report*.
5. The Institute for Global Engagement’s **Executive Director** collaborates with departments, programs, colleges and administrators to discuss and draft partnership agreements.
6. IGE’s Executive Director provides approved templates for agreements, submits drafts to Contracts Administration for review and signatures, and manages and maintains records for all international partnerships.
7. The **Education Abroad Director** is responsible for reviewing and approving all education-abroad and Global Learning contracts.
8. The Education Abroad Director is responsible for reviewing college and university-level exchange agreements, contacting exchange partners about agreement terms, and working with the International Student & Scholar Services Director on Western’s Exchange agreement terms. IGE’s Executive Director submits proposed Exchange agreements to Contracts Administration for review and signatures.
9. IGE lists Western’s international partnerships on its website and in its *Resource Guide*.
10. **Contracts Administration**, **Risk Management** and the **Assistant Attorney General** (AAG) review and approve all international partnership agreements.
11. Contracts Admin tracks the signing of all such partnership agreements.
12. One year before the expiration date of Cooperation and Exchange agreements, Contracts Admin contacts IGE’s Executive Director to initiate a review thereof.

**Process for approving new Cooperation and Exchange agreements**

1. After consulting with an interested international institution, the faculty advocate, department chair, academic program director, Education Abroad Director, and/or college dean submits a *Request for International Partnership* *Agreement* form.
2. The International Partnership Committee (IPC) reviews then either approves or disapproves the request, informing all relevant parties of its rationale or concerns.
3. If approved, IGE’s Executive Director, the faculty advocate, department chair, Education Abroad Director and/or dean agree on the contents of a draft agreement.
4. IGE’s Exec Director submits the draft agreement to Contracts Admin for processing and for a review that includes both Risk Management and the AAG.
5. Contracts Admin sends the approved draft to the appropriate contact person at the partner university to negotiate any questions regarding language and legal content.
6. Contracts Admin informs IGE’s Exec Director of any issues or significant changes proposed by Risk Management, the AAG or by the partner institution. IGE then contacts the relevant chair/dean to obtain their approval of the changes.
7. Contracts Admin routes the finalized agreement for signatures at Western and at the partner university.
8. Contracts Admin sends IGE a copy of the finalized and processed agreement. IGE forwards a copy to the relevant college(s).

**Process for approving Advancement agreements with existing partners**

1. The faculty advocate, department chair, academic director, college dean or Vice Provost for Extended Education submits the *Request for New Partnership Agreement* form to the International Partnership Committee (IPC).
2. IPC reviews then either approves or disapproves the request, informing all relevant parties of its rationale or concerns.
3. If approved, the faculty advocate, chair, director, dean or Vice Provost for Extended Education works with an international partner and IGE’s Executive Director to draft the terms of the agreement. IGE’s Executive Director submits the draft agreement to Contracts Admin for processing and review.
4. Contracts Admin sends the approved draft to the appropriate contact person at the partner university to negotiate any questions regarding language and legal content.
5. Contracts Admin informs IGE’s Executive Director of any issues or significant changes proposed by Risk Management, the AAG or the partner institution. IGE then contacts the relevant chair, dean or vice provost to obtain their approval of the changes.
6. Contracts Admin routes the finalized agreement for signatures at Western and at the partner university. The appropriate dean, the AAG and the Provost sign Advancement agreements.
7. Contracts Admin sends IGE a copy of the finalized and processed agreement. IGE forwards a copy to the relevant responsible parties.

**Process for assessing Cooperation and Exchange agreements**

1. One year before an agreement’s expiration date, Contracts Admin sends IGE’s Executive Director a reminder of an agreement’s expiration date.
2. IGE’s Executive Director informs the International Partnership committee that the agreement is due to expire.
3. The appropriate faculty advocate, chair and/or dean submit activity reports to the International Partnership Committee (IPC).
4. Using the *International* *Partnership Assessment* *Report*, IPC evaluates the partnership based on reports submitted and on data collected then determines whether to recommend a renewal, recommend a change in the agreement’s status, or recommend that WWU withdraw from the agreement.
5. IGE’s Executive Director communicates the committee’s recommendation to the appropriate dean and/or the Ed Abroad Director.
6. Final decisions lie with the appropriate dean(s) and/or the Ed Abroad Director, in consultation with IGE’s Executive Director.

**Process for assessing Advancement agreements**

1. As stipulated in each agreement and in consultation with the university partner, the relevant faculty advocate, department chair, college dean, program director and/or vice provost determine(s) whether the agreement might be renewed. They submit a report to the International Partnership Committee either justifying the renewal or explaining why the project will not be renewed or repeated. That report will be taken into account when IPC assesses the viability of the existing partnership one year before its expiration.
2. If an Advancement agreement will be repeated or renewed, the revised draft agreement is forwarded to IGE’s Executive Director, who submits it to Contracts Admin for review and signing.
3. Contracts Admin sends IGE a copy of the finalized and processed agreement. IGE forwards a copy to the relevant responsible parties.

NB: This Protocol was approved by the Internationalization Advisory Board (April 2018) and the Council of Deans (August 2018).