

ESTABLISHING EXCHANGE AGREEMENTS

California State University, Fullerton

Purpose:

This document provides guidance on developing exchange agreements between California State University, Fullerton and an international institution. This includes timelines, the approval procedures and further considerations.

Timeline:

The typical timeline from development to sign-off can take approximately two years.



Contact:

If you have any questions about establishing an exchange agreement with an international university, contact Jack Hobson, CSUF Study Abroad Director, at jhobson@fullerton.edu.

Scope:

Any international (regardless of length) partnership between California State University, Fullerton and another university, college, governmental agency or special organization.

Process Requirements:

CSUF recommends following this three-step process for establishing an Exchange Agreement:

Step 1: First Considerations

Partnerships with international institutions form when an individual faculty member expresses an interest in a specific institution. In some instances, this can be in response to a request from the international institutions to formalize an agreement and develop a specific academic linkage. Prior to any commitment, the faculty member should consider the following:

1. Am I willing to devote time, energy and personal resources to share and implement an international partnership over an extended period?
2. What are the profile, values, and/or accreditation status of the university or institution with whom you are engaging. Is there a commonality with CSUF, if not, what differences are beneficial to CSUF students and faculty?
3. Does the other university or institution have the capacity to launch or contribute to the partnerships in a meaningful way?
4. What are the opportunities for third-party support? For example, the U.S.A.I.D's program, "TIES" was central to our development of a partnership with the Autonomous University of Tlaxcala in Mexico.
5. Will this partnership have sufficient appeal to attract a good participation response from CSUF students?

Step 2: Engage in consultations with department Chair and college Dean

Consultations with your department chair and college dean lay the vital groundwork for establishing a partnership. To avoid investing significant time and resources in pursuing partnerships that do not find the support of your colleagues, consider the following:

1. How will this partnership draw upon and exchange the expertise of our faculty?
2. What is the connection with our curriculum?
3. What is the appeal for CSUF students or to the constituent students from abroad?
4. What is the framework of the proposed program, e.g.. faculty exchanges, student exchanges, workshops and trainings?

These are just some examples of questions to consider to guide initial consultations. Your dean's office may be aware of special funding sources that can facilitate the partnership and may be able to offer special funding to help launch these partnerships.

Step 3: Consultations with the Study Abroad Director and/or dean of Extension and International Programs

If Step 1 and Step 2 have had promising outcomes, the next step is to engage in formal consultations with the Study Abroad Director and/or the Dean of Extension and International Programs. These offices are the primary authors for any formal agreement with international partners.

Approval Process:

Routing / Approval Signatures Required:

1. Initiator - the on-campus faculty or staff member
2. Department Chair
3. College Dean
4. Dean of University Extended Education
5. Associate Vice President, International Programs
6. Vice President or Division Head
7. Office of Contracts and Procurement
8. President of the University

Curricular Considerations:

If the partnership will include one or more courses from the formal University curriculum, one or more standing committees will be involved in the review and approval process. These may include the Graduate Education Committee, International Education Committee: or University Curriculum Committee.

University Policy Statements that are applicable to those aspects of the review process are available from on-line at the Academic Senate Section of the CSUF website (www.fullerton.edu/senate).

- A. The appropriate policy documents are:
- B. UPS 320.102 International Education Policy
- C. UPS 411.100 Curriculum Guidelines and Procedures: Courses
- D. UPS 450.200 Special Sessions