

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Academic Affairs

NUMBER: 06.A.11

AREA: General

SUBJECT: Procedures for the Operation of International Partnerships

1. PURPOSE

International partnerships and the offices that coordinate and manage such partnerships exist to enhance opportunities for students, faculty and staff to become globally competent individuals through their participation in bilateral or multilateral inter-institutional agreements in various parts of the world. It is then imperative to build a portfolio of strategically selective international partnerships which:

- A. Corresponds with the component universities' strategic priorities,
- B. Is consistent with the countries of origin of University of Houston System (UHS) international students, foreign faculty, visiting scholars, and alumni,
- C. Strengthens the teaching, research, and service activities of UHS core academic disciplines, and
- D. Allows for the expansion of learning abroad opportunities.

This document sets forth procedures for the operation of international partnerships to insure proper oversight by the component universities, University of Houston System ("UHS" or "the System") Administration, and the UHS Board of Regents.

2. POLICY

- 2.1. An international partnership is any initiative involving ongoing formal academic cooperation between the component universities and educational institutions in other countries. These initiatives may involve student mobility (reciprocal and/or non-reciprocal), faculty, scholar, and staff exchanges, joint research or any other type of scholarly and academic collaboration, library and scientific materials exchanges, as well as training and technical assistance, degree granting programs, or establishing branch campuses.
- 2.2. An international partnership may be identified primarily with one discipline, be multi-disciplinary, may support interaction involving teaching, research or exchange of students, faculty, scholars, and staff, may include a wide variety of areas and may involve more than one component university or institution.
- 2.3. An international partnership must be properly assessed by the component institution at least in terms of reputation, benefits and costs, sustainability,

compliance, support, and liaison and should be financially self-sufficient. It may be supported by appropriated funds or it may depend entirely or partially on other sources of funding by outside agencies and/or foundations.

- 2.4. The signing of written agreements for new international partnerships to be reviewed every five years may be done at the System level in the case of general systemwide agreements or by the president of each component university in the case of each campus. In this latter case, approval of a new international partnership is delegated by the Chancellor to the president of the component university, who must report all new agreements to the Senior Vice Chancellor for Academic Affairs and the System Office of Global Strategies and Studies for approval. All agreements shall be in writing with appropriate approvals, and a copy of each agreement shall be stored electronically both at the office of the component university president and at the System Office of Global Strategies and Studies.
- 2.5. Before an agreement for an international partnership is entered into, the following must occur:
 - 2.5.1. The component university president or his/her designee must approve the creation, existence, and purposes of the international partnership; or in the case of a UHS agreement, the Chancellor or his/her designee must approve the creation, existence, and purposes of the international partnership;
 - 2.5.2. The international partnership must be approved by the Senior Vice Chancellor for Academic Affairs and the System Office of Global Strategies and Studies prior to the submission to the UHS Office of the General Counsel; and
 - 2.5.3. The agreement must be submitted to and approved by the UHS Office of General Counsel.
- 2.6. An agreement for an international partnership must include the following provisions:
 - 2.6.1. That the international partnership may not carry on activities that do not support, in their entirety, the mission of the System and the mission of the component university;
 - 2.6.2. That the international partnership may not use the name and official seal of the System or any of its component universities without the written consent of the Senior Vice Chancellor for Academic Affairs or his/her designee;

- 2.6.3. That the international partnership is subject to all policies and procedures of the UHS Board and the UHS System, and must submit to reporting and auditing requirements as established by UHS, as well as Texas and federal law, including consultation with an attorney from the UHS Office of General Counsel; and
- 2.6.4. That the college or academic unit responsible for the operation of the agreement be appropriately identified in the text of the agreement.

3. PROCEDURES

- 3.1. Each component university is responsible for insuring that policies are in place regarding the operation of international partnerships which guarantee that appropriate fiscal controls exist, and that there is adequate oversight of the academic quality of all international partnerships. Such policies should also insure that all partnerships conform to federal law, state statutes and regulations, Board policies, SAM, and other institutional policies. These policies should include but not be limited to the following matters:
 - 3.1.1. Creation of the international partnership;
 - 3.1.2. Administrative organization of an international partnership;
 - 3.1.3. Periodic review of the effectiveness of an international partnership in fulfilling its purposes;
 - 3.1.4. Financial operation and business practices in managing the international partnership;
 - 3.1.5. Reporting relationships in the management of the international partnership;
 - 3.1.6. Sunset review of the international partnership; and
 - 3.1.7. Dissolution of the international partnership.
- 3.2. These component university policies will be submitted to the appropriate System authorities for approval.
- 3.3. Annually, as part of the budget review process, each component university will submit to the System Office of Global Strategies and Studies a list of those active international partnerships that are officially recognized by the component university by virtue of their compliance with the policies identified in Section 3.1 above.

- 3.4. Annually, as part of the budget review process, the System Office of Global Strategies and Studies will submit to the Board as an information item the list of component university-recognized international partnerships, as described in Section 3.3.
- 3.5. The official inventory of international partnerships of the System will be maintained and updated by the System Office of Global Strategies and Studies. It will be updated as necessary, and available electronically through the [System Office of Global Strategies and Studies web page](#) for those individuals with specific privileges.

4. REVIEW AND RESPONSIBILITY

Responsible Party: Vice Provost for Global Strategies and Studies

Review: Every three years on or before March 1

5. APPROVAL

Approved: Paula M. Short
Senior Vice Chancellor for Academic Affairs and Provost

Renu Khator
Chancellor

Date: April 8, 2016

REVISION LOG

Revision Number	Approval Date	Description of Changes
1	04/22/1998	Initial edition
2	10/11/2004	Applied revised SAM template to meet current documentation standards. Provided minor redlines to all sections to change “System Administration” to “System.” Changed review period from annually on or before December 31 st to every three years on or before December 31 st

Revision Number	Approval Date	Description of Changes
3	10/13/2010	Applied revised SAM template to meet current documentation standards. Changed responsible party to AVC for International Studies and Programs. Changed review period from every three years on or before December 31 st to every three years on or before March 1 st . Removed Section 6, Indexing Terms
4	04/08/2016	Applied revised SAM template and added new Revision Log. Changed SAM title from “Programs” to “Partnerships,” and revised all text to meet current operating practices. Revised Section 1 to emphasize the standards of portfolios. Updated Section 2.3 to emphasize areas to be assessed for international partnerships. Signed agreements will be for a period of five years per redlines to Section 2.4. Added Section 2.5 on process, and updated Section 2.6 to current operating practices. Updated Section 3.5 with new requirements to update inventory as necessary and availability on Global Strategies and Studies web site for individuals with specific privileges. Changed the responsible party from AVC for International Studies and Programs to Vice Provost for Global Strategies and Studies