

## UTSA International Agreement Procedures: Part I

### *Initial Request for Academic Agreement*

International agreements between UTSA and foreign universities are governed by a combination of Texas State law, Texas Higher Education Coordinating Board Rules, and UTSA policies.

This request form provides a formal UTSA review and approval process for (faculty and college) proposed international agreements with foreign universities and entities. This approval form must be completed and approved well in advance of any faculty member or college making a commitment to establish an international agreement with a foreign university or entity.

These approval procedures allow UTSA to review the proposed international relationship from an institutional perspective to determine if similar agreements already exist, and examine how the proposed agreement will directly contribute to the global focus, priorities, and strategic plan objectives of the university.

The Southern Association of Colleges and Schools (SACS) accreditation guidelines require UTSA to account for the effectiveness of educational activities undertaken as a result of our international agreements. Part I of this form asks for the identification of performance measurement metrics that will be used to evaluate the effectiveness of UTSA academic activities that will be accomplished as products of the approved international agreement.

Part II of this form provides a template for reporting the ongoing review and evaluation of all identified international agreement activities, and must be completed annually. Part II asks for the evaluation of the performance and effectiveness of each of the educational activities accomplished during the past year, utilizing the performance measurement metrics initially identified in Part I. This annual report also requires input on general questions about the success and effectiveness of the educational activities produced as a result of the approved international agreement.

UTSA faculty or staff member(s) seeking to establish an international agreement with a foreign university or entity must complete and send this (signed) request form to the Director, Office of International Programs (OIP) in the Main Building 1.210. It is important to allow at least four (4) weeks for the processing, coordination, and approval of each international agreement request. Any last minute requests for expedited or immediate approval will not be honored.

The request form will be recorded by the OIP and then forwarded to the Vice Provost for International Initiatives (the UTSA Senior International Officer) for final review and consultation with the members of the UTSA International Advisory Council (IAC).

The Vice Provost for International Initiatives may also consult with the UTSA Provost and the University President on whether or not the proposed agreement integrates, represents, and Supports the globalization goals and best interests of the university.

Once the request to establish a new UTSA international agreement is approved, an International Scholar Services Advisor (in the OIP) will administratively assist the submitting college or department in building the actual agreement. The OIP will not normally have any responsibility for the ongoing program administration, implementation, resources, or other activities stipulated within the agreement.

Finalized and formal UTSA international agreements require the signatures of the UTSA President (or his designee) and a commensurate representative from the other international university or institution.

The template format used for international agreements is prescribed by the UT System Board of Regents. Sample formats for the UT System cooperation, affiliation, and program agreements are located at the following web site:  
<http://www.utsystem.edu/ogc/contracts/systemwide.htm>.

Non-standard agreements (agreements not using these formats) normally require the UT Board of Regents review and approval prior to signing.

Any agreement that involves the establishment of a new partnership or affiliation with another entity to offer or conduct a course for academic credit (or to offer a degree program) must have prior approval by the U.T. Board of Regents and Higher Education Coordinating Board.

**Duration:** International agreements are normally valid for five (5) years. Therefore, the long-term sustainment of college resources and faculty involvement is an important consideration.

**Requestor Information:**

UTSA Faculty/Staff Requestor: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ E-mail \_\_\_\_\_ Ext. \_\_\_\_\_

**Institution Information:**

Proposed Agreement Start Date: \_\_\_\_\_ International Institution/Organization Acronym: \_\_\_\_\_

International Institution/Organization: \_\_\_\_\_

Agreement Signatory (provide name and title): \_\_\_\_\_

Complete Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Title: \_\_\_\_\_

Tel.: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Note: If available, submit a copy of the foreign institution's logo via e-mail to [lisamarie.gomez@utsa.edu](mailto:lisamarie.gomez@utsa.edu). Please****indicate below the type(s) of international agreement you are requesting to establish (check one):**

- Agreement of Cooperation** – a general agreement used to establish the intent to conduct exchange and collaboration in areas of interest and benefit to both institutions. This agreement simply outlines that UTSA and a foreign institution have established a formal relationship, and may agree to cooperate on more specific programs in the future.
- Affiliation Agreement** – this agreement is used to further establish a relationship of a more defined and continuing nature with an international academic institution. The affiliation agreement establishes more specific program relationships beneficial to the respective educational institutions. It is often used to establish the development of well-defined joint studies, research and training activities, and educational programs of mutual interest.
- Program Agreement** – this agreement is used to further define and implement the details, including institutional responsibilities, program costs, program start and end dates, etc. for specific programs, including student exchange, stated within the provisions of an approved affiliation agreement.

**Please attach a document with the following responses:**

1. Briefly describe the reason(s) why the proposed agreement should be established.
2. Describe the benefits to UTSA that will be realized by establishing this agreement.
3. If applicable, identify and describe the educational activities that will be realized by establishing this agreement.
4. Identify and describe performance measurement metrics that will be used (on an annual basis) to evaluate the performance and effectiveness for each of the previously identified educational activities.

**DEPARTMENT/COLLEGE/PROVOST REVIEW AND APPROVALS**

Approval of Department Chair:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Department: \_\_\_\_\_ Date: \_\_\_\_\_

Approval of College Dean (or Vice President, if applicable):

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

College (or Administrative Unit): \_\_\_\_\_ Date: \_\_\_\_\_

**Note: Forward the IAP to the Executive Director, Office of International Programs (MB 1.210) after the Department Chair and Dean have signed as required.**

Approval of Vice Provost for International Initiatives in consultation with the UTSA International Advisory Council:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Department: \_\_\_\_\_ Date: \_\_\_\_\_

## UTSA International Agreement Procedures: Part II

### *Annual International Agreement Review and Evaluation Report*

Name of International Agreement: \_\_\_\_\_

Annual review/report for the year: \_\_\_\_\_ Agreement Start Date: \_\_\_\_\_

Foreign Institution/Organization: \_\_\_\_\_

UTSA Faculty/Staff Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_ E-mail: \_\_\_\_\_ Ext. \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Southern Association of Colleges and Schools (SACS) requires UTSA to account for the effectiveness of educational activities undertaken in support of our international agreements. During the proposal stage of the agreement (and if applicable), you identified performance measurement metrics that would be used to evaluate the success of academic activities undertaken as a result of the agreement being approved. Accordingly, please complete this form and submit it to Lisa Marie Gomez at [lisamarie.gomez@utsa.edu](mailto:lisamarie.gomez@utsa.edu).

#### **Please attach a document with the following responses:**

1. Identify and describe the educational activities that were realized this past year.
2. List the names of faculty members in your department, college, or university that participated in activities and accomplishments related to this international agreement during the past year.
3. Please evaluate the performance and effectiveness of each of the educational activities that were accomplished this past year related to this international agreement. If applicable, be sure to use performance measurement metrics previously identified in Part I (at the time the agreement was proposed).
4. If necessary, please identify and describe any planned/future changes that will improve the performance and effectiveness of the educational activities.