

Lewis University

International Partnerships

Review Procedures

International Initiatives Coordinating Committee (IICC) and the Office of the Provost

Proposal Review Procedures

Timeline

Review of New Partnership Concept Description and Proposal forms for International Partnerships take place during the International Initiatives Coordinating Committee (IICC) meetings, which meet twice per semester during the academic year. The review process for each will take approximately six weeks to complete. Proposals should be submitted at least six months prior to when the formal agreement is expected to be signed. Due to the complex nature of these partnerships, expect full implementation of an agreement to take a year.

Step one –Submit a New Partnership Concept Description

New ideas for international partnerships should be submitted to the Chair of the IICC along with the International Partnership Concept Description form. The following supplementary information - totaling no more than two pages -should also be attached to the form:

- Rationale
 - Reason for partnership
 - Connection to potential partner
 - Vision for partnership
 - Possible timeline
- Partner information
 - Partner contact information, including URL
- Concerns
 - Possible reservations or concerns about the partnership

The Concept Description should have support from all relevant deans, department chairs, and unit heads. After the concept description has been submitted to the Chair of the IICC, it will be reviewed and forwarded to the Provost for review and approval. The review process will take 4-6 weeks.

Step two – Start agreement dialogue and prepare Partnership Proposal

Once the New Partnership Concept Description has been approved, a dialogue for the partnership and preparations of the Proposal may proceed within the guidelines that the Provost sets forth.

Although the dialogue may lead to an agreement with the potential partners, NO commitments may be made on the university's behalf at this stage. There is an expectation that any developments in the partnership dialogue will be communicated with the relevant chair or unit head and/or the IICC.

Step Three – Submit a Partnership Proposal

Completed Proposal forms, supported by the deans, if applicable, and by the chairs and/or unit heads of the sponsoring colleges and departments, are to be submitted along with any draft agreements to the Chair of the International Initiatives Coordinating Committee (IICC) for review by the committee at their next meeting. Following the committee's review, the IICC will forward proposals to the Office of the Provost for review and final approval. The review process will take at least 4-6 weeks to complete.

Step Four – Submit Formal Agreement for final review and signing by the President

Once the final draft of the partnership agreement has been formalized, it should be submitted along with a Formal Agreement form to the Chair of the IICC to be reviewed by the committee, the university's legal counsel, and provost, before being signed by the president. **The president of the university is the only person authorized to sign formal institutional agreements.**

Lewis University

International Partnerships Concept Description Form

1. **Name of proposed partner:** _____

2. **Location:** _____

3. **Name of concept initiator:** _____

4. **Departments, units, and/or colleges involved**

- | | | |
|---|--|---|
| <input type="checkbox"/> University-wide | <input type="checkbox"/> School of Professional/
Continuing Education | <input type="checkbox"/> University Ministry |
| <input type="checkbox"/> Arts & Sciences | <input type="checkbox"/> Provost | <input type="checkbox"/> International Student Services |
| <input type="checkbox"/> Business | <input type="checkbox"/> Student Services | <input type="checkbox"/> Study Abroad |
| <input type="checkbox"/> Education | <input type="checkbox"/> Enrollment Management | <input type="checkbox"/> Other |
| <input type="checkbox"/> Nursing/Health Professions | | |

5. **Proposed activities the partnership will entail**

- | | | |
|---|--|---|
| <input type="checkbox"/> Faculty research | <input type="checkbox"/> Study abroad (direct enrollment) | <input type="checkbox"/> 2+2/3+1 degree program |
| <input type="checkbox"/> Student research | <input type="checkbox"/> Travel Study | <input type="checkbox"/> Other |
| <input type="checkbox"/> Faculty exchange | <input type="checkbox"/> Technical assistance | |
| <input type="checkbox"/> Staff exchange | <input type="checkbox"/> Materials/information
exchange | |
| <input type="checkbox"/> Student exchange | | |

6. **Will the partnership be sustainable on a long-term basis?** Yes No

7. **What resources will be needed to sustain the partnership**

- | | | |
|--|---|---|
| <input type="checkbox"/> Housing | <input type="checkbox"/> Faculty | <input type="checkbox"/> External funding |
| <input type="checkbox"/> University facilities | <input type="checkbox"/> Tuition remission | <input type="checkbox"/> Other |
| <input type="checkbox"/> Staff | <input type="checkbox"/> University funding | |

8. **Will the partnership generate revenue?** Yes No

9. **What initiated the partnership planning?**

- | | | |
|--|---|--|
| <input type="checkbox"/> Lasallian association | <input type="checkbox"/> Colleague connection | <input type="checkbox"/> Grant opportunities |
| <input type="checkbox"/> External request | <input type="checkbox"/> Conference | <input type="checkbox"/> Travel (personal/ professional) |
| <input type="checkbox"/> Faculty development | <input type="checkbox"/> Travel Study | |

10. **How partnership will meet the strategic needs of Lewis and involved colleges/units**

- | | | |
|---|--|--|
| <input type="checkbox"/> Increase enrollments at Lewis | <input type="checkbox"/> Promote image of Lewis | <input type="checkbox"/> Build collaborative
relationships |
| <input type="checkbox"/> Lasallian network collaboration | <input type="checkbox"/> Facilitate Travel Study | <input type="checkbox"/> Expand course/ program/
degree offerings |
| <input type="checkbox"/> Faculty research opportunities | <input type="checkbox"/> Generate revenue for Lewis | <input type="checkbox"/> Other |
| <input type="checkbox"/> Graduate/Undergraduate
research opportunities | <input type="checkbox"/> Increase study abroad offerings | |

11. **How partnership will contribute to enhanced Lewis faculty and student research, teaching, and engagement**

- | | | |
|--|---|--|
| <input type="checkbox"/> Essential Skills | <input type="checkbox"/> Moral/ethical decision-making | <input type="checkbox"/> Critical thinking |
| <input type="checkbox"/> Major approaches to
knowledge | <input type="checkbox"/> Modeling professional
behaviors | <input type="checkbox"/> Lifelong learning |
| <input type="checkbox"/> Faith, religion, and spirituality | <input type="checkbox"/> Responsible citizenship | <input type="checkbox"/> Other |

Please attach to this form the supplementary information concerning the partnership concept.
Refer to the Review Procedures for more information.

International Partnership Concept Approvals

Chair/Unit Head:

Recommended

Not Recommended

Signature _____ Date _____

Comments:

Dean:

Recommended

Not Recommended

Signature _____ Date _____

Comments:

International Initiatives Coordinating Committee:

Recommended

Not Recommended

Signature _____ Date _____

Comments:

Office of the Provost:

Approved

Not Approved

Signature _____ Date _____

Comments:

Please attach to this form the supplementary information concerning the partnership concept.
Refer to the Review Procedures for more information.

International Partnerships

Proposal Form

Please provide the following information:

International Partner

1. Name and contact information of the institution.

University/Institute:

Street Address:

City:

State:

Zip Code:

Country:

Web Site:

Contact Name:

Rank/Title:

E-mail:

Phone:

Fax:

2. Describe the schools, colleges, and departments that make up the institution.

3. Number of faculty at the institution.

4. Number of undergraduate and graduate students.

5. Demographics of the student body.

6. How is the institution funded (privately or publicly)?

**7. Is the proposed partner a peer institution that complements Lewis' strengths and ranking?
If the institution is not highly ranked, please explain why this partner was selected over others.**

8. Who are the principal contacts at Lewis?

Name:

Rank/Title:

Department/Division:

E-mail:

Phone:

Fax:

Agreement

- 1. Give a brief account of what initiated planning for the partnership and what discussions have occurred (and among whom) in developing the proposal.**
- 2. Provide a description summarizing the proposed partnership and its purpose.**
 - a. What proposed activities will this partnership entail?**
 - i. Faculty research
 - ii. Faculty exchange
 - iii. Staff exchange
 - iv. Study abroad (direct enrollment)
 - v. Student exchange
 - vi. Travel Study
 - vii. Exchange of materials and/or information
 - viii. Technical assistance
 - ix. Other (explain)
 - b. Which departments and colleges will be involved in this partnership?**
 - c. If study abroad or student exchange is proposed, have the following issues been considered?**
 - i. Language of instruction at host institution and/or language prerequisites
 - ii. On-site student accommodations and meal arrangements
 - iii. Program environment
 - iv. Any issues regarding student safety, security, and health
 - v. The number of faculty and students expected to be involved and the duration
 - vi. How Lewis academic standards will be applied to student admissions, course content, grading and similar matters
- 3. How does the partnership meet the strategic interests of Lewis and the involved departments/colleges? Are there other program rationales?**
- 4. What are the benefits of the proposed agreement to both institutions and the public they serve?**

5. How will the agreement contribute to enhanced Lewis faculty and student research, teaching and engagement?

6. If this agreement involves sending Lewis University undergraduate and/or graduate students abroad, have you contacted the Study Abroad office?

7. If this agreement involves hosting international students, staff or scholars at Lewis, have you contacted the Office of International Student Services to discuss U.S. immigration policies and procedures that will impact your international guests?

8. Does the agreement involve any kind of financial arrangements, such as tuition, housing, or travel?
 - a. What source(s) of funding and/or resources will be required to carry out the proposed partnership?

 - b. In what ways would Lewis be protected from financial loss if the partnership proves financially unsustainable?

9. What is the expected duration of this agreement?

Start Date:

Month (mm)

Day (dd)

Year (yyyy)

End Date:

Month (mm)

Day (dd)

Year (yyyy)

Signature of Submitting Faculty/Staff Member

Date

Authorizations

Chair/Unit Head
Comments:

Date

Dean/Division Head
Comments:
(Please complete the statement on the following page)

Date

Provost
Comments:

Date

Executive Vice President

Date

Please complete Dean's/Division Head's statement below

Dean's/Division Head's Statement:

The Dean or Unit Head of the college or program that is submitting the application for a new or renewed international agreement should provide a statement below indicating the following:

- The importance of the proposed agreement for the college or unit;
- The academic and financial resources that the school will provide to support the agreement;
- The importance of this agreement to the college in comparison to its other international exchange relationships, either currently existing or planned.

Dean/Division Head

Date