Process to Create International Collaborations

Concept for new or modified international collaboration

1 Dean approves concept*

Is this collaboration a sponsored project, credit bearing program or professional development program?

Sponsored Project → Work with the Vice President for Research to create the collaboration

Credit Bearing or Professional Development Program

2 Vice Provost for International Affairs, Vice Provost for Acad Planning and Policy & Chief Financial Officer and Vice President for Business Affairs (approval to proceed with concept)*

3 Chair reviews & approves*

4 Dean reviews & approves*

Concurrent process: Prepare agreement, business plan and complete necessary forms (if credit bearing program, work with Asst Vice President for Acad Resource Planning & SACSCOC Liaison to obtain forms)

Chief Financial Officer and Vice President for Business Affairs ↔ 5 Asst Vice President for Acad Resource Planning (review & approve budget/financial plan)*

6 Vice Provost for International Affairs & Vice Provost for Acad Planning and Policy (review & approve plan)*

7 Vice President for Enrollment Management (review & approve enrollment aspects)*

Vice Provost for International Affairs or lead UTA person prepares a summary that includes a history of the engagement, purpose of the agreement and next steps

8 Provost and Vice President for Acad Affairs (review & approve)* ↔ President

Univ Attorney (review language in agreement & check denied entity list)

9 Univ Attorney & Chief Financial Officer and Vice President for Business Affairs (approve)*

President/Provost sign agreement

Agreement forwarded to partnering institution for signature

10 Fully executed agreement sent to Institutional Effectiveness and Reporting (IER)

Is this a credit bearing program?

No

12 IER sends fully executed agreement to the appropriate people*

Implement collaboration

Plan for program monitor/review based on business plan

Yes

11 UT System (approval)*

Coordinating Board (notification only)

Is this a dual/joint award or a program that is a significant departure from current offerings?

No

Send documentation to SACSCOC Liaison; no obligation to report to SACS

Yes

SACS (approval)

* Completion of all steps marked with an asterisk (and numbered) should be documented on the process routing form.

Oct 29, 2019

Creation of an International Collaboration - Process Routing Form

Follow the "Process to Create International Collaborations" flow chart for the complete approval process. Completion of all steps marked with an asterisk (and numbered) on the flow chart should be documented below. Once prepared, attached the proposal/agreement and completed forms to this tracking sheet.

1	Dean (approval to proceed with concept)	Signature	Date
2	Vice Provost for International Affairs (approval to proceed with concept)	Signature	Date
	Vice Provost for Academic Planning and Policy (approval to proceed with concept)	Signature	Date
	Chief Financial Officer and Vice President for Business Affairs (approval to proceed with concept)	Signature	Date
3	Chair (approve)	Signature	Date
4	Dean (approve)	Signature	Date
5	Assistant Vice President for Academic Resource Planning (approve budget/financial plan)	Signature	Date
6	Vice Provost for International Affairs (approve plan)	Signature	Date
	Vice Provost for Academic Planning and Policy (approve plan)	Signature	Date
7	Vice President for Enrollment Management	Signature	Date
8	Provost and Vice President for Academic Affairs (approve)	Signature	Date
9	University Attorney (approve)	Signature	Date
	Chief Financial Officer and Vice President for Business Affairs (approve)	Signature	Date
10	Dean or Chair (send documentation to SACSCOC Liaison)	Signature	Date
11	Institutional Effectiveness and Reporting (IER), i.e. SACSCOC Liaison, sends approval request to UT System (may take up to 4 months for approval, if it must go to BOR). Coordinating Board requests notification only of international, off-site locations. If <25% of the program hours are offered at an off-site location, there is no obligation to notify SACSCOC. If 25-49% of program hours are offered, prior notification to SACSCOC is required. If 50% or more of the program hours are offered, prior approval is required. Obtaining SACSCOC approval may take over 6 months. Request for approval must be submitted by July 1 for Jan.-June implementation and by Jan. 1 for July-Dec. implementation, if needed.	Signature	Date
12	IER, i.e. SACSCOC Liaison (send notification that collaboration can be implemented and send scan of executed agreement to the President's Office, Provost's Office, General Council, Assistant Vice President for Academic Resource Planning, Vice Provost for International Affairs, Vice Provost for Academic Planning and Policy, Dean, Chair)	Signature	Date