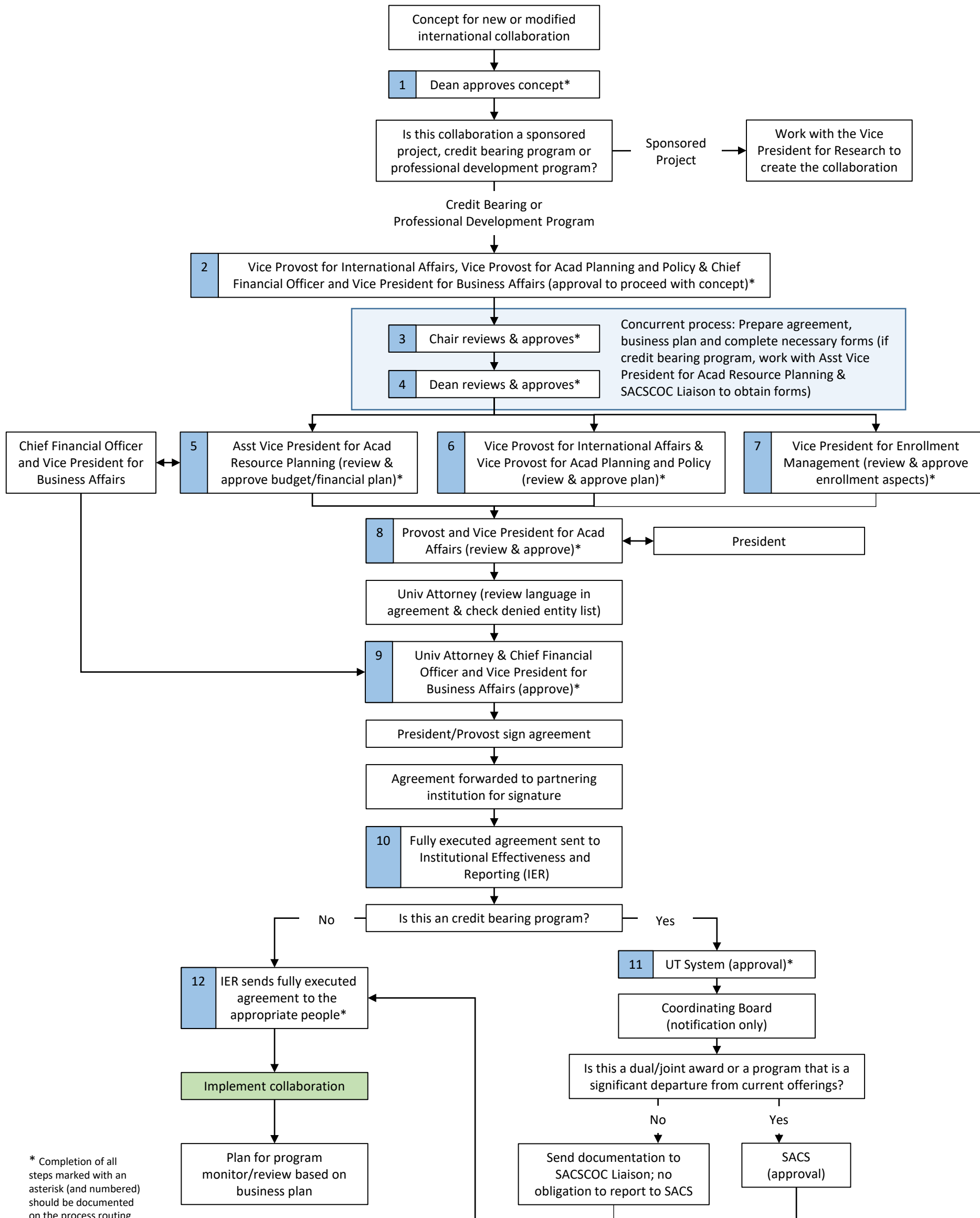


# Process to Create International Collaborations



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

## 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 <u>notification</u> to SACSCOC is required. If 50% or more of the program hours are offered, prior <u>approval</u> 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