THE CALIFORNIA STATE UNIVERSITY  
Office of the Chancellor  
401 Golden Shore  
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Executive Order:  ???
Effective Date:  ???
Supersedes:  Executive Order No.  ???
Title:  International Agreements

This executive order is issued pursuant to the Board of Trustees Standing Orders, Section II (a) and (c). The California State University recognizes the education-related benefits of international activity and the integral role it plays in the mission of the institution, as well as the importance of minimizing risk, both to participants and the university.

I. Purpose

This executive order establishes minimum requirements for campuses entering into agreements as a part of their international activity in state and self-support endeavors. An agreement must be signed for any international activity. International activities should be connected to the university mission, and this connection should be understood and coordinated among all of the university’s stakeholders. International activities shall be managed centrally on the campus to ensure: (i) each activity’s clear benefit to the CSU; and (ii) that all international agreements are being implemented and accounted for consistently.

II. Delegation of Authority

The president of each campus is delegated the responsibility for the development, implementation, and oversight of international activity. All international agreements must be signed by the campus President in accordance with the following provisions. This authority may not be delegated.

III. Terms and Definitions

For the purpose of this executive order, an international agreement is any agreement involving activities with international students, universities or other persons or entities
doing business outside of the United States. Such activities include but are not limited to student, staff and faculty exchange or other stays of any duration; study abroad; research collaboration; agents or partnerships for the purpose of recruiting international students; degree programs offered entirely abroad; articulation agreements and other forms of collaboration. Articles IV.C and D of this executive order shall not apply to agreements that are solely expressions of shared values that do not commit financial or other campus resources.

IV. International Agreements Requirements

International activities shall remain under the direction and control of the campus. The staff who are academically and financially responsible for implementing a program are accountable to the campus President for all aspects of that program.

A. All proposed agreements should go through a formal and documented campus review process including:

1. Ensuring that appropriate resources are available for the proposed activity.

2. Evaluation of the risks of the proposed activity and the agreement and balancing the benefits of the proposed activity against the risks.

3. Review of applicable host country laws to make sure that the proposed activity satisfies all legal requirements.

B. All agreements must have a sunset clause with a duration of no more than five years before review and renewal. All agreements should also have provision for modification or early termination.

C. Campuses should consult with relevant staff at the Office of the Chancellor during development and well in advance of seeking final approval of the proposed agreement under section D. below.

1. Before any commitment is made by the campus, Academic Affairs shall be consulted on such matters as relevant systemwide policies, accreditation issues, degree programs proposed to be offered abroad, overall fit with the CSU mission, and appropriate commitment of CSU resources.

2. Before any commitment is made by the campus, the Office of General Counsel shall be consulted on such matters as whether foreign counsel will need to be retained (any engagement of foreign counsel must be undertaken by the Office of General Counsel on behalf of the campus), what law will govern the arrangement, choice of forum for legal
disputes, indemnification provisions, export control issues, and use of the CSU name and other intellectual property issues.

3. All international agreements must be approved by the CO Office of Risk Management before any commitment is made by the campus.

D. All international agreements must be reviewed and approved by the Office of the Chancellor before they are signed by the campus President. Even where the campus has already consulted with relevant CO staff in the development of the agreement, final drafts of all proposed international agreements must be submitted to Academic Affairs for approval by the following:

1. CO Academic Affairs.

2. CO Office of General Counsel.

3. CO Office of Risk Management.

V. Agreement Retention and Reporting

Campuses shall maintain all international agreements (state, self-support) in one central campus location under the direction of a single point of contact. Campuses shall retain all agreements for no less than four years after the date of their expiration/termination.

Campuses shall provide an inventory of all operative international agreements to the Office of the Chancellor, Office of International Programs annually by June 30. Such inventory shall include the effective and expiration dates of each agreement.

Charles B. Reed, Chancellor

Dated: [date Chancellor will sign]