

# **Bradley University International Partnerships Proposal Routing and Approval**

1. The faculty/staff “champion” (the proposer), with the written support of their College Dean, initiates the process.
2. The proposer completes the proposal form and then submits it to the Office of Global Studies and Initiatives, which coordinates the review and approval process.
3. The Office of Global Studies and Initiatives provides the form to the Director of Institutional Effectiveness. As appropriate, the Director will provide written feedback to the proposer regarding accreditation issues and processes that will need to be considered if the partnership plan moves forward. Following this consultation, the proposer will have the opportunity to adjust the form accordingly and resubmit it in order to move the proposal forward.
4. If the proposal involves sending Bradley students to a partner institution, the proposal will be routed to the Study Abroad Office for approval of the “Campus Life” section. In the case of non-approval, the Study Abroad Office will provide the rationale in writing to the proposer. (Note: requests to add any new Affiliated Program associated with long-term partner organizations and consortia, such as IES, CIEE, and others, can be made directly to the Study Abroad Office and are not subject to the process specified in this document.)
5. If the Study Abroad Office approves the proposal, or if the proposal does NOT involve sending students to a partner institution, then the proposal is routed to the Senate Standing Committee on International Initiatives.
6. If the proposal involves inbound students from the partner institution, the Office of Global Studies and Initiatives will inform the Vice President for Student Affairs and the Vice President for Enrollment Management.
7. The Standing Committee will draw upon its collective knowledge and expertise to evaluate the academic value of the partnership and to provide a recommendation per the criteria set forth in the proposal form. The Standing Committee will provide a detailed rationale in writing for its evaluation of the proposal.
  - A. If YES: The proposal and Standing Committee’s written evaluation will be routed to senior leadership for a final decision.
  - B. If NO: The proposal will be routed back to the proposer with the written evaluation. If the Dean of the proposer’s College still decides to seek approval from senior leadership, the Standing Committee’s written evaluation must be included with the proposal.

8. The Provost, in consultation with the Vice President for Strategy and Innovation, makes the final decision regarding approval. If the proposal is not approved, the Provost will provide a written explanation to the Dean of the proposer's College.

9. If approved, the formal agreement will be finalized, in consultation with the Vice President for Legal Affairs & General Counsel as necessary.

10. The Dean of the proposer's College will ensure the final, signed agreement is provided to the Office of Global Studies and Initiatives, which serves as Bradley University's official repository for international partnership agreements.