



April 14, 1986

ADMINISTRATIVE MEMORANDUM NO. 95

RECEIVED

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L.A.S.

To: Vice Presidents
Deans
Faculty Members
Directors
Administrative Unit Heads

From: Thurman Owens 

Re: Procedures for Coordinating Foreign Institutional and Program Contacts

Background:

For many years this University has enjoyed excellent rapport with and has provided support to several foreign universities and other foreign institutions. These contacts have taken a variety of forms: individual faculty and student exchanges, consulting, presentation of papers, lectures, formal visits, and some joint research. In the past, these exchanges have been on an informal or ad hoc basis without an approval procedure for initiating or responding to a request from a foreign university or other educational institutions and programs of an international character.

It is anticipated that with the most recent official exchange visit between the University of Cincinnati and Northern Jiaotong University, Beijing, China, that requests for support will significantly increase. A more formal process appears to be in order to preclude potentially embarrassing situations either for individuals or the University. These procedures are not intended to discourage individual initiatives by faculty members or departments/colleges, but rather to insure that the appropriate office and other interested parties are informed of potential visits or contacts. Foreign travel is time-consuming and expensive and must be considered along with other academic priorities of this University.

Another problem that may surface is when a foreign university (or other international entities) requests a multi-discipline approach by University faculty to solve a multi-faceted internal problem. Therefore, it is considered essential that all foreign contacts be coordinated

through a central office in order for the University to present a united front in our dealings with these foreign requests. The Office for International Liaison and Protocol has been established for this purpose under the direction of Professor Eleanor Hicks (475-3712).

Procedures:

1. Effective immediately, the Office for International Liaison and Protocol (M.L. 627) will be designated as the central office to facilitate all foreign university-related contacts, requests, or visits. A determination will be made in the near future as to the total function and method of operations of this office to include any additional resources required to expand the functional responsibility of this office. While this office will initially serve as the informational center for foreign university contacts, the decision to accept, expand, or deny foreign relationships will continue to follow the normal administrative channels, i.e., faculty member, department chair, dean, and appropriate vice president.
2. The following specific rules will govern individuals and departments in developing relationships with foreign universities or other educationally-related entities and programs that would involve the University in international interactions.
 - a. Approval for an initial contact or request to a foreign university or other foreign institutions must be acquired at the vice presidential level.
 - b. If an individual faculty member or department receives a request to participate in any type of activity (lecturers, visits, research collaboration, etc.) with a foreign university which may require University of Cincinnati support or other commitments, the individual or department should seek approval from the appropriate Vice President or designee prior to accepting or providing any assurance to that university or entity. This is not required when the activity is strictly personal and no university resources are needed. When seeking this approval, the details of timing, purpose, funding, and in-country support should be included in the recommendation for approval. A copy of this request should be concurrently forwarded to the Office for International Liaison and Protocol. (Preferably, for data and monitoring purposes, notice of the prospective project should be signalled as early as possible to the Office for International Liaison and Protocol; to enable early assistance, as desired or appropriate.)

Upon receipt of the request at the vice presidential level, assuming affirmative recommendations to this point, the Vice President will coordinate the request with the other Academic Vice Presidents. If a conflict arises as a result of this coordination, the request will then be forwarded to the President for resolution.

- c. From the information received, the Office for International Liaison and Protocol will develop a data base of contacts with foreign universities to include, but not be limited to, type of contact, discipline, individual/department participating, funding sources, problem areas, spin-offs from activity, specific results, frequency of contacts, specific contact name, position, future potential, linkage to the University of Cincinnati and benefit thereto and local (UC) resources required to support foreign visitors. To initiate this data base, effective immediately, all individuals who have had foreign contacts are requested to provide this information to the Office for International Liaison and Protocol in as much detail as is available.
- d. It is quickly obvious that these administrative instructions are not meant to cover every eventuality in dealing with foreign universities. To illustrate, the receipt of a direct request from a foreign university by an individual faculty member to visit that university during the summer vacation period for a series of lectures with all support being provided by the foreign university. Since this would be at the individual faculty member's own discretion and his/her own time, no approval by the University is required. However, it is requested that in all cases the appropriate information be provided the Office for International Liaison and Protocol which may provide some needed support. It should be noted that under these circumstances, prior to or during the visit, no future commitments can be made by the faculty member for additional University of Cincinnati resources. This restriction is to include visits to the University of Cincinnati by a foreign faculty member(s).
- e. In summary, these procedures are to formalize the current informal arrangements that are used in dealing with foreign universities and are not to stifle or restrict initiatives on the part of this University's faculty and a foreign university. Rather it is

(1) to eliminate potential embarrassment to an individual or to this institution, (2) to acquire the planning data necessary for determining the resources required, and (3) to insure that what is being done is in accord with the overall mission and priorities of the University of Cincinnati.