DEVELOPING NEW INTERNATIONAL PARTNERSHIPS

Getting Started
To begin the proposal and development process for a new international partnership the faculty or staff member proposing the new program should review Millersville’s current list of international partners to see what opportunities are already available for students and faculty. Please refer to the International Partnerships Webpage to see a comprehensive list.

Please be advised that the Office of International Programs and Services (IPS) will serve as the main contact and lead, throughout the process. For any questions regarding international partnerships, please contact: Dr. Patrice Campbell, Director of International Programs, at 717-871-7506, Patrice.Campbell@Millersville.edu or Christina Kinney M.Ed, Assistant Director of International Partnerships, at 717-871-7506, Christina.Kinney@Millersville.edu

The Evaluation Process
Prior to signing any agreements for an international partnership, the Office of International Programs and Services, under the guidance of the Associate Provost, will thoroughly evaluate and assess a partnership, being sure that it is beneficial to both MU and the international partner. Please note that this process can take one year or longer from the time of the program proposal to student/faculty mobility. The IPS team will guide the approval process throughout the following steps, after the initiator proposes a new international study partnership:

- **Dean’s Endorsement:** The initiator (faculty member, Department Chair or designee) must notify and communicate their partnership plans, intentions, and goals to the Dean of their college.
  - Initiator notifies and communicates partnerships details to their Dean.

- **Partnership Proposal:** A request to develop a new international partnership or study abroad program may be made to the Office of International Programs and Services, by a faculty/staff member, department, college, campus organization, or directly by IPS. The program initiator must complete the International Partnership Proposal Form and send to IPS.
  - Initiator completes the Partnership Proposal Form and submits to Christina.Kinney@Millersville.edu.

- **Collaborative Research:** IPS, under the guidance of the Associate Provost and in collaboration with various constituents on campus, will begin researching the potential partner and gathering the necessary data to make an informed decision. Factors that will be considered are listed on the International Partnerships Webpage. This process may involve several meetings, international site visits, or virtual meetings and calls with the initiator and/or the proposed partner.
  - Initiator may be asked to attend meetings or provide information upon the request from IPS.

- **Assessment & Decision:** After researching the partner institution, IPS and the Associate Provost, will make a decision regarding the proposed partnership. The proposal will either be recommended, waitlisted for more information or future development, or denied.
  - If MU decides that the partnership is strategic and necessary for both institutions, then IPS will implement the next steps in establishing an international agreement.
  - If MU determines that the partnership does not benefit the students and faculty at the University, the partnership will not be pursued at this time and IPS will work with the initiator to begin researching alternative international opportunities.
• **Preparation of Agreements:** After approving the new international partnership, IPS will prepare the MOU and agreements between MU and the partner. This process may involve detailed negotiations among the partner, IPS, academic departments or offices, and PASSHE Legal Counsel. Once the MOUs are drafted, reviewed, and signed, copies will be shared with the necessary constituents at MU and with the partner.

• **Program Implementation:** Once the agreements are signed, the IPS team members will work on the details for full implementation of the program. This process may include marketing and recruitment, gathering application or other materials, and ultimately preparing for student and/or faculty mobility.
  - Initiator assists in implementing the partnership. *The process for each partnership is different and may involve many additional sub-steps.*

• **Periodic Assessment:** In order to continue the development of strong and sustainable partnerships, IPS will evaluate and assess new partnerships after the initial year and routinely on a 3-5 year cycle, prior to the renewal of any agreements. This process may consist of an on-site evaluation, student and/or faculty feedback, and consistent communication between MU and the partner.
  - Initiator may be asked to provide information, input or feedback upon request from IPS.