

DRAFT

Greetings and gratitude for your interest in contributing to campus internationalization! The Office of International Engagement (OIE) receives many requests to establish or renew agreements with institutions worldwide. We request interested faculty to kindly work with your college leadership to assess the potential and provide us with information that will support informed and shared decision making. Please note that the OIE facilitates the broader review and secures appropriate signatures for any agreement.

The OIE is implementing an improved process, and the questions below will soon be available in a Kuali form. Meanwhile, we appreciate your patience and invite you to kindly review the questions below and submit your responses via email to internationalengagement@illinoisState.edu

Should you have specific question, please do not hesitate to reach out to me directly.

Thank you for your interest and efforts.

Sincerely,
Roopa Rawjee EdD
Executive Director, Office of International Engagement
Senior International Officer

This form will be moved to a Kuali in Spring 2025

This form is intended to guide faculty and academic leadership with the creation or renewal of an international partnership, including establishing a memorandum of understanding (MOU). While allowing ample time for review and discussion of possible partnership opportunities before making institutional or departmental commitments, this form aims to achieve the following goals:

- Initiate the review process of an international partnership.
- Define the goals, objectives, financial considerations, and timelines of such a partnership.
- Obtain approval and support from the appropriate Dean and leadership.

Please note that letters of support from college and/or department leadership may be needed to complete this form. We recommend that you initiate internal discussions and deliberations within your department and/or college prior to completing this form.

The OIE will review your submission and contact you for next steps.

Prospective international institution(s)/organization(s)

- Name: _____
- Country: _____
- Address: _____
- Website: _____
- Why was this institution selected? (250 words maximum)

Is this an existing partnership or a new initiative? (Multiple choice/skip logic)

If this is an existing partnership, please answer the following questions to explain how this partnership has achieved its goals in previous years:

1. This partnership improved student success by achieving one or more of the four objectives for **Goal A:** championing student success defined in the ISU [strategic plan](#) Excellence by Design: 2024-2029.

OBJECTIVE 1: Prioritize initiatives designed to shorten time to degree completion

OBJECTIVE 2: Expand student support resources for both personal and academic success to increase retention

OBJECTIVE 3: Elevate career development and readiness

OBJECTIVE 4: Encourage student engagement through cocurricular involvement

Yes

No

If yes, please provide information about student participation and outcomes from this partnership. Please be sure to include data/metrics and a detailed explanation. (250 words maximum)

2. This partnership created new opportunities that led to collaborations in teaching and/or research

Yes

No

If yes, please provide information about student and/or faculty participation and outcomes from this partnership. Please be sure to include data/metrics and a detailed explanation. If no, please explain. (250 words maximum)

3. This partnership enhanced ISU's diversity, equity, and inclusion practices. It aims to achieve one or more of the four objectives of **Goal B:** Nurture Equity, Diversity, Access and Belonging outlined in Excellence by Design: 2024-2029.

OBJECTIVE 1: Evaluate and expand incentives that cultivate equity, diversity, access, and belonging

OBJECTIVE 2: Enhance campus internationalization efforts and global engagement experiences

OBJECTIVE 3: Implement outcome-driven, best practice strategies that bridge gaps impacting underserved students, faculty, and staff

OBJECTIVE 4: Expand support services and programming to meet the unique needs of varied student communities

Yes

No

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If yes, please provide information about student and/or faculty participation and outcomes from this partnership. Please be sure to include data/metrics and a detailed explanation. If no, please explain. (250 words maximum)

4. The renewal of this partnership is supported by the following (select all that apply):

- College leadership (e.g., Dean or Associate Dean)
- Multiple departments (e.g., Chairs or Directors)
- At least one department (e.g., Chairs or Directors)

Please attach letters of support. (upload functionality will be available)

5. Please list the resources and funding sources associated with renewing this partnership. (250 words maximum for each)

- Local/in country resources (eg. Faculty support, subsidized housing, etc.)
- External (to ISU) resources (eg. Grant funding, etc.)
- Projected revenue sources (eg. Enrollment, faculty stipends, etc.)
- Will tuition waivers be required? Please explain.
- Projected expenditures (eg. Cost for faculty travel, site visit, etc.)

6. Will a new site or campus visit be needed?

- Yes
- No

If yes, please list the reasons for a new site or campus visit and the proposed visit completion date: _____

7. If partnership is approved, the faculty member who is initiating it will submit a report on outcomes, progress, etc. to the OIE and College Deans no later than MM/DD/YY.

8. The faculty/college liaison for this partnership is:

Name: _____

Department/Unit: _____

Position/Title: _____

Email: _____

If this is a new initiative, please answer the following questions:

1. Overview of the international institution/organization (250 words maximum):

2. Does ISU already have an MOU/partnership agreement with this institution? Please visit <https://internationalengagement.illinoisstate.edu/internationalization/current/> for information. Please contact your home department and/or the OIE if needed.

3. Does ISU already have an MOU/partnership agreement in this country? Please visit <https://internationalengagement.illinoisstate.edu/internationalization/current/> for information. Please contact your home department and/or the OIE if needed.

If yes, please provide rationale for an additional agreement in the same country / institution. (250 words maximum)

4. What type of partnership is being considered?

- General Memorandum of Understanding (MOU)
 - What are the proposed next steps and proposed timeline for progression?
- Study abroad programs (please provide details if tuition waivers are being requested)
 - Faculty-led program *Stop here and go to* <https://studyabroad.illinoisstate.edu/about/new-linkage/faculty-led/>
 - Two-way student exchanges (non-degree seeking)
 - One-way student exchange (incoming)
 - One-way student exchange (outgoing)
- Degree-seeking programs
 - Undergraduate level dual-degree program (e.g., 2+2, 3+1)
 - Graduate level dual-degree program (e.g., 1+1)
 - Joint-degree program
 - Other (please specify)
- Short-term special programs (incoming) Please note that such programs usually require a lot of resources, so it will be helpful to provide as much details as possible:
 - Student visiting program
 - Please specify if inbound student housing is required on or off campus
 - Please specify if any other arrangements will be required
 - International faculty development program
 - International professional development program
 - Other (please specify)
- Faculty exchange programs
- Other (please specify)

5. Has a feasibility review been completed as an initial step to develop this partnership? This is highly encouraged.

Yes

No

A feasibility review includes, but is not limited to, assessments and preliminary discussions in the following areas:

- Academics (e.g., articulation agreement or course mapping, advising and other student support services, admission requirements, etc.)
- Logistics (e.g., room and board, enrollment capacity, orientation, etc.)
- Financial implications (e.g., tuition and fees, funding structure, available scholarships, program costs, personnel costs, cost-sharing agreements, etc.)
- Risk management (e.g., health/travel insurance, safety, and security measures, etc.)

6. Please describe how this partnership will be mutually beneficial for both ISU and the partner institution(s)/organization(s).

- a. This partnership will improve student success by achieving one or more of the four objectives for **Goal A**: championing student success defined in the ISU [strategic plan](#) Excellence by Design: 2024-2029.

OBJECTIVE 1: Prioritize initiatives designed to shorten time to degree completion

OBJECTIVE 2: Expand student support resources for both personal and academic success to increase retention

OBJECTIVE 3: Elevate career development and readiness

OBJECTIVE 4: Encourage student engagement through cocurricular involvement

Yes

No

If yes, please provide information about projected student participation and outcomes from this partnership. Please be sure to include data/metrics and a detailed explanation. (250 words maximum)

- b. This partnership will create new opportunities that lead to collaborations in teaching and/or research.

Yes

No

If yes, please provide information about specific collaborations developed/will be developed from this partnership. Please be sure to include outcomes and projected metrics along with a detailed explanation. (250 words maximum)

- c. This partnership will enhance ISU’s diversity, equity, and inclusion practices. It aims to achieve one or more of the four objectives of **Goal B: Nurture Equity, Diversity, Access and Belonging** outlined in Excellence by Design: 2024-2029.

OBJECTIVE 1: Evaluate and expand incentives that cultivate equity, diversity, access, and belonging

OBJECTIVE 2: Enhance campus internationalization efforts and global engagement experiences

OBJECTIVE 3: Implement outcome-driven, best practice strategies that bridge gaps impacting underserved students, faculty, and staff

OBJECTIVE 4: Expand support services and programming to meet the unique needs of varied student communities

Yes

No

If yes, please provide information on impacts of the partnership on ISU’s diversity, equity, and inclusion goals. Please be sure to include data/metrics and a detailed explanation. (250 words maximum)

7. Anticipated partnership start date: _____

8. Anticipated duration of the partnership: _____

9. Anticipated enrollment number/size of the cohort: _____

10. Proposed site visit or campus visit completion date: _____

11. This new partnership is supported by the following (select all that apply):

- College leadership (e.g., Dean or Associate Dean)
- Multiple departments (e.g., Chairs or Directors)
- At least one department (e.g., Chairs or Directors)

Please attach letters of support.

12. Please list the resources and funding sources associated with renewing this partnership. (250 words maximum for each)

- Local/in country resources (eg. Faculty support, subsidized housing, etc.)
- External (to ISU) resources (eg. Grant funding, etc.)
- Projected revenue sources (eg. Enrollment, faculty stipends, etc.)
- Will tuition waivers be required? Please explain.
- Projected expenditures (eg. Cost for faculty travel, site visit, etc.)

13. If partnership is approved, the faculty member who is initiating it will submit a report on outcomes, progress, etc. to the OIE and College Deans no later than MM/DD/YY.

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14. The faculty liaison for this partnership is:

Name: _____

Department/Unit: _____

Position: _____

Email: _____

When completed, the person who submitted this form will receive the following message:

Thank you for taking the time to submit your proposal for an international partnership! The OIE team looks forward to a thorough review and will follow up with you as soon as possible. The OIE facilitates the drafting, review, approval and signing of memoranda of understanding, agreements, etc.