

College of Natural Sciences and Mathematics

Procedures for University Approval of MOUs and MOAs Initiated in NSM Departments

It is recognized that the establishment of joint educational or research programs between individual NSM departments and foreign institutions often originates from the efforts of individual faculty members in the College. This document outlines the step-by-step procedure for the timely approval of MOU (Memorandum of Understanding) and MOA (Memorandum of Agreement) between the University of Houston and a foreign institution.

It is important to emphasize that:

- 1) An MOU, which recognizes a general understanding of collaboration between the two institutions, should precede the development of an MOA, which provides the details for the establishment of new programs or research collaboration;
- 2) Each document should be signed by officials at UH prior to receiving the signature of the officials at the foreign institution;
- 3) New degree programs require the approval of the appropriate University Committees and Provost; it is anticipated that these new programs will be extensions or modifications of existing programs, and therefore may not require the approval neither from the Texas Higher Education Coordinating Board nor the Southern Association of Colleges and Schools – Commission on Colleges.

STEP-BY-STEP PROCEDURES

1. Initiation of a Joint Program. An individual faculty member plans to develop a joint educational or research program with a foreign institution. The faculty member should receive support for this program from the Department Chair.

2. Approval of the MOU. An MOU should be signed between UH and the foreign institution, unless it already exists and is still active (typically no more than 5 years).

- a) Use the following form approved by the Office of the General Counsel of the University;

<http://www.uh.edu/legal-affairs/contract-administration/pdf-documents/MemorandumofUnderstandingOGC-SF-2005-02revised020714.pdf>

- b) The form template can be emailed to the foreign institution ahead of time to make sure that they agree with its content;

- c) Fill out the form and email it to the Associate Dean for Graduate Studies. The name of the faculty member who initiated the process typically appears on the form as the Liaison who has the responsibility of coordinating the program;

- d) The Department should also prepare and fill out the Contract Coversheet and the Recommendation for Award, and email them to the Associate Dean for Graduate Studies. These forms can be found at the following URLs:

Contract Coversheet:

http://www.uh.edu/legal-affairs/contract-administration/pdf-documents/ContractCoversheet_OGC-S-2006-14.pdf

Recommendation for Award:

<http://www.uh.edu/legal-affairs/contract-administration/pdf-documents/Recommendation%20for%20Award.pdf>.

- e) The Associate Dean for Graduate Studies will obtain the Dean's signature on the MOU and forward the whole packet (MOU, Contract Coversheet and Recommendation for Award) to the NSM Business Office.
- f) The NSM Business Office submits the Contract Coversheet, Recommendation for Award, and MOU to the Office of the Vice Provost for Global Strategies and Studies for approval and signature;
- g) The signed MOU is returned to the NSM Business Office who provides a copy to the Associate Dean for Graduate Studies for record keeping, and who returns it to the Department for mailing to the foreign institution;
- h) The MOU signed and approved by UH is mailed to the foreign institution for their signatures;
- i) Once the MOU has been signed by all parties at UH and the foreign institution and returned to the Department, the Department emails a scanned copy to the Associate Dean for Graduate Studies for record keeping and will send its original to the Office of the Vice Provost for Global Strategies and Studies.

3. Approval of New Degree Programs. It is anticipated that such new programs may not require the approval neither from the Texas Higher Education Coordinating Board nor the Southern Association of Colleges and Schools – Commission on Colleges, as they are not entirely brand new, but rather an extension or modification of existing programs. In this case, only approvals at the University level would be necessary.

- a) Once a MOU has been signed, the Department should work in collaboration with the foreign institution to develop the MOA and the proposal for a new program;
- b) Once the draft has been agreed upon by both parties, the proposal should be submitted to either the Associate Dean for Undergraduate Studies or the Associate Dean for Graduate Studies, as appropriate;
- c) The Associate Dean will obtain the approval of the appropriate College Committee, and then forward the proposal to the appropriate University Committee (Undergraduate or Graduate Committee of the Faculty Senate) for approval of the new program;
- d) Once the University Committee has approved the new program, it will forward the proposal to the Provost.

4. Approval of the MOA

- a) In parallel, the MOA should be developed. There is no specific form required, but rather the MOA provides the details of the collaborative arrangements with the foreign institution, which may include the details of a new program if applicable;
- b) As for the MOU, the MOA should have placeholders for signatures of the Dean of the College and Vice Provost for Global Strategies and Studies at UH, and for their counterparts at the foreign institution;
- c) As for the MOU, the Department should also prepare the Contract Coversheet and Recommendation for Award. The whole packet (MOA, Contract Coversheet and Recommendation for Award) should be emailed to the Associate Dean for Graduate Studies who will obtain the signature of the Dean, and forward it to the NSM Business Office;
- d) The NSM Business Office submits the MOA, Contract Coversheet and Recommendation for Award to the Office of the Vice Provost for Global Strategies and Studies for approval and signature;
- e) The signed MOA is returned to the NSM Business Office who provides a copy to the Associate Dean for Graduate Studies for record keeping, and who returns it to the Department for mailing to the foreign institution;
- f) The MOA signed and approved by UH is mailed to the foreign institution for their signatures;
- g) Once the MOA has been signed by all parties at UH and the foreign institution and returned to the Department, the Department emails a scanned copy to the Associate Dean for Graduate Studies for record keeping and will send its original to the Office of the Vice Provost for Global Strategies and Studies.