

AFFILIATION APPROVAL PROCESS:
 International Affiliation Agreements: Outbound
 Student Direct-Enrollment and Third-Party Provider Programs and
 Outbound/Inbound Exchange Programs

The chart below maps out the required approval parties and process, as well as likely issues of involved entities. It reads vertically and in descending order, with the signature of the VP for Finance as the final step in the approval process.

Faculty Member/Department
Dean (and APC if required)
Center for International Education: issues include: 1. duplication of programs already offered 2. pricing and financial impact 3. staff implications 4. resource implications 5. other issues as per agreement worksheet
Dean of Students (notification only): issues include: 1. ESL staffing 2. Housing impact
Provost: Academic integrity & articulation with curricula and institutional goals
VP Enrollment Management and VP Finance: Financial impact
Legal Counsel: liability, insurance, & other contractual issues
Signature: VP Finance

Follow these steps:

1. Initiating individual/entity must complete an “Affiliation Evaluation and Approval Worksheet” available through the Center for International Education and under “Resources”/”Study Abroad”/”Affiliations”.

An “Executive Summary” should accompany the worksheet. See the above webpage or the CIE for “Executive Summary Information.”

2. Submit a copy of the Worksheet and Executive Summary to the Director of the Center for International Education (CIE), who will initiate circulation of the proposal and coordinate the process.
3. Please sign the approval form if you support the proposal.
4. If you have concerns about the affiliation, do not sign. Instead, please indicate your concerns and return the form to the Director of the CIE. The Director will bring together the proposal initiator, yourself and all prior signatory parties to discuss said concerns.

Should the parties involved be unable to resolve their differences, the remaining parties on the approval list will be asked to conduct a review of the proposal.

5. All parties will then meet to approve, reject or seek revision of proposal.

Affiliation Agreements: Approval Signatures

Please circulate with Affiliation Worksheet and Executive Summary

SIGNATORY Please print your name.	APPROVAL Please sign your initials.	REJECTION Please indicate your reasons for rejection and return it to the CIE Director. Attach text on additional sheet if necessary.
Faculty Member/Department: _____		
Dean (and APC if required): _____ _____		
Director, Center for International Education: _____		
Dean of Students (notification only): _____		
Provost/Vice-President for Academic Affairs: _____		
VP Enrollment Management: _____		
Legal Counsel: _____		
VP Finance (Signatory on Agreement)		

Affiliation Agreements: Direct Enrollment, Third-Party and Exchanges Executive Summary Narrative

Please address the “International Affiliation Agreements: Principles of Affiliation” document for these types of programs in your executive summary. See the “Resources”/”Study Abroad”/”Affiliations” webpage for the Principles of Affiliation document.

Besides the “Affiliation Worksheet” additional materials recommended include financial data, catalogs and other promotional materials, program and course information, affiliate partners list, etc.

It should also address the following categories and questions:

1. Institutional Mission:
 - a. Does the University’s mission harmonize with Rider’s mission and what are the benefits and challenges to similarity or difference?
2. Quality:
 - a. Is the University of equal or superior quality to Rider in terms of faculty profiles, student profiles (SATs, post-graduate program acceptance, awards), library resources?
3. Academics:
 - a. Does the University’s academic profile match that of Rider in terms of programs offered?
 - b. Is the University research or teaching centered?
 - c. Does the University provide opportunities for experiential learning?
4. Support Services:
 - a. Does the University provide to students comprehensive and adequate study abroad support services with regard to health, safety and security issues; cultural enhancements; academic support; logistical assistance; housing support
 - b. Does the affiliate provide CIE support including visits to Rider, subsidized site visits, marketing materials?
5. Finances:
 - a. Does the program affiliation address the financial needs of Rider and the study abroad development plan?
 - b. Does the program address the financial needs of students?
 - i. Cost
 - ii. Scholarships; work study; reduced fees
 - c. Does the CIE have sufficient personnel and resources to handle affiliation?
6. Faculty/Staff Development:
 - a. Does the program provide opportunities for faculty and/or staff development including research and teaching collaborations, teaching exchanges, and short-term travel projects (abroad and at Rider)
7. Liability and Medical Insurance:
 - a. Does the University have liability insurance levels required by Rider?
 - b. Does the University offer a medical policy to students?