PROCEDURES FOR THE INITIATION, REVIEW AND APPROVAL OF AN INTERNATIONAL COOPERATION CONTRACT

As per *Policy on New Academic Linkages* – Policy VPRGS-6

Updated – June 2010

	Responsibility	Action
1	Faculty member or proposer	Consult with the Department Chair(s), the Associate Vice-President, International, and the Director, Concordia International to ensure the feasibility and the overall academic fit of the potential collaboration. The Dean shall be informed of the process.
2	Director, Concordia International	In collaboration with the proposer, prepare the Cooperation Evaluation Form. The proposer is responsible for the "Cooperation Focus & Rationale" part of the Form. Submit the Cooperation Assessment Form to the members of the Advisory Committee, International for approval.
3	Advisory Committee, International	Discuss the potential academic collaboration to evaluate its suitability for further development. Make recommendation if appropriate.
4	Director, Concordia International	Initiate contact with his/her counterpart at the potential partner institution to negotiate the wording of the contract.
5	Associate Vice-President, International	Prepare letter of support summarizing the contract and confirming the support of the appropriate Dean(s). Send the required number of copies of the final version for signature by the appropriate authorities. Signature(s) for Concordia as per *Policy on Contract Review, Signing and Required Approvals* (BD-1).
6	Assistant to the AVP International	Upon finalizing the contract, prepare a summary to inform the Concordia community of the new contract and its scope.