

**University of Southern Maine**  
**Office of International Programs**  
Guidelines for Approval of New International  
Faculty and Student Exchanges

The University of Southern Maine wishes to establish strong inter-institutional relationships with universities and other academic programs abroad to foster the global awareness of our students and the participation of our faculty and staff in an international academic community. Formal agreements will be signed by the President of USM after review by the Provost, however, it is understood that the vitality and stability of exchange programs will depend on the active participation of individual faculty members and departments.

❶ **Application:** These guidelines apply to the review of faculty and student exchange programs, whether one-way or two-way, that are formally established (by means of an exchange of letters, memoranda of understanding, etc.) with foreign educational institutions and that are expected to be offered on a regular, ongoing basis to students and faculty at USM. Exchanges of a one time or temporary nature involving no formal agreements by USM need not be reviewed under these guidelines. The guidelines shall apply to all new programs established after January 1, 1991.

❷ **Faculty Review:** The faculty of the department(s) or college(s) involved in sending or receiving faculty and/or students with an international institution has (have) the first responsibility for establishing exchange programs and assuring their quality and contribution to the mission of the University. The guidelines are intended to guide the faculty in establishing exchange programs and will be used by the Provost and his designees in reviewing proposed exchange agreements.

❸ **Procedures:** Departments wishing to establish a regular exchange relationship with a foreign institution shall prepare a written proposal for the Provost addressing the manner in which each of the points set forth in Section 4 are to be met. If a point is not applicable, for example, the issue of language with an English speaking institution, this should be noted and explained. If more than one department is to be involved in the exchange program (whether as receiver or sender, or both), the proposal shall be jointly prepared by the departments involved. All proposals shall be approved by the dean(s) of the appropriate college(s) before submission to the Provost.

The Provost will refer the proposal to his/her Advisory Committee on International Programs for its review and comment. It shall be the regular policy of the Provost not to approve exchange agreements until a proposal has been submitted and reviewed by the Advisory Committee. Departments should therefore allow time for this review in their planning of the exchange program.

Departments contemplating the establishment of a formal exchange relationship with a foreign institution are encouraged to contact the Office of International Programs and faculty experienced with the operation of exchange programs to familiarize themselves with the issues they are likely to confront as they discuss exchange programs. Departments are strongly encouraged to make a preliminary presentation to the Provost's Advisory Committee on International Programs at as early a stage as possible during the development of an exchange program to facilitate review of programs.

**④ Issues to be addressed in establishing exchange programs:**

- a.** How does the exchange program fit in with the department's mission and priorities?
- b.** Are adequate resources (including both personnel and budget) available to assure success of the exchange program?
- c.** Is the educational purpose of the exchange clearly understood, and is a procedure in place to review and approve the academic credit to be earned by students participating in the exchange?
- d.** Have a primary and back-up faculty member been designated to serve as contact person for the exchange program for both students and the other educational institution?
- e.** Is there at least one faculty member accessible to students and colleagues who is familiar with the personnel, quality, and programs of the exchanging educational institution?
- f.** Have all departments at USM who may have an interest in the exchange program been contacted and been given a chance to review the proposed program and participate if so desired?
- g.** Have the facilities, students and faculty of the foreign institution been examined to determine that the exchanging institution will provide an adequate learning environment?
- h.** Does the exchange program promote two-way exchange between the foreign institution and USM?
- I.** Are adequate provisions made, at USM or at the other institution, for dealing with language barriers?
- j.** Is there a plan in place to inform students at USM and (if appropriate) at the other institution of the availability of exchange opportunities?
- k.** Have the mechanical aspects of the exchange program been discussed with the Office of International Programs?
- l.** Are the nature and extent of the commitment by the other institution clearly spelled out and communicated to the faculty, students, and administration at USM who will be affected by the exchange?
- m.** Are all financial obligations by USM and the other institution clearly understood, and have appropriate authorizations been made for expenditure of any USM funds?

n. Are there other USM exchange programs in the same country or region, and if so, how does the proposed program relate to existing programs?

⑤ **Review:** Approved exchange programs shall be reviewed by the Provost and Advisory Committee at appropriate intervals in accordance with guidelines for review of existing programs (to be published separately).

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