

Office of Academic Affairs

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Dear Ron,

As a globally-engaged institution, Portland State University has many important and strategic partnerships around the world. Such partnerships are beneficial to the units engaged in them, but also to the university as a whole.

Because those agreements can be complicated by US government policies and by the policies of partners and their respective national governments, it is important that we give close attention to the contents and implications of these agreements. In addition, it is important that we be consistent and thoughtful in our partnership dealings. To that end, I would like to ask for your cooperation in ensuring that all internationally-facing contracts and MOUs, as well as incoming delegatory visits, be coordinated through the Office of International Partnerships in the Office of International Affairs. This benefits the Schools and Colleges by ensuring that all contracts are vetted properly for accuracy and risk and allows for a more streamlined processing of documents and tracking. In addition, the Office of International Partnerships (OIP) has a wealth of information that can be helpful to units with their international partnerships and programming goals. The Office of International Partnerships will also ensure that there is appropriate coordination with the Contracts and Procurements Office as well as with the General Counsel's office, as needed.

I believe that expanding partnerships is in PSU's interest. To ensure that the process of finalizing these agreements takes place efficiently, henceforth, it will be standard process for all MOU signings and delegation visits to come forward with the endorsement of the respective dean and be coordinated through the Office of International Partnerships. Any agreements that require the signature of the president or provost will require prior vetting by OIP. The Contracts and Procurements Office will also require that international agreements they are asked to sign have been vetted first by deans and by OIP.

I appreciate your assistance with this important matter.

Sincerely,

A handwritten signature in black ink, appearing to read "S. Jeffords", written in a cursive style.

Susan Jeffords
Provost and Vice President for Academic Affairs