

gpi@clemsonglobalengagement.edu
507CJ5@clemsonglobalengagement.edu

1.	Faculty/College cultivate relationships with potential international partners	
2.	Faculty/College confer with Department, Chair and colleagues **How does it fit with current curricular goals and partnerships? Does it require curricular mapping, etc.?	
3.	Faculty/College communicate with Senior Director of the OGE to begin conversations about formalizing an MOU with international partner	
4.	OGE provides Approval Form and Clemson’s Template for the General MOU to Faculty/College **Any alterations to the template--whether dates, jurisdiction, intellectual property, etc.--will require a series of further approvals and processing delays	
5.	Faculty/College collect signatures from Chair(s) and Dean(s) for Approval Form	
6.	Associate Provost for Global Engagement signs Approval Form	
7.	OGE forwards Approval Form and MOU on to Provost for signature **If the Template is used, this process can be expedited in as little as one week. Any emendations to the document may require months of additional processing time.	
8.	Signed Approval and MOU returned to Faculty/College	
9.	Faculty/College send MOU to partner for appropriate signatures	
10.	Partner returns MOU to OGE	
11.	OGE returns copy of MOU to Faculty/College	

703-571-1100

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