November 2, 1994

Deans, Directors, Department Chairs and Administrative Officers:

One dramatic result of the growth of UCLA's academic stature during its 75-year history is its recognition as an international institution with academic linkages that span the globe: UCLA currently has over 100 formal international agreements with over 90 institutions in over 30 countries. Our international agreements allow our faculty and students to conduct foreign area studies research, exchange faculty and students, and implement programs that enhance the curriculum and instruction at both foreign institutions and UCLA.

Due to increased interest across campus regarding the establishment of institutional agreements and to better reflect the complexities of our world, UCLA's agreements have become more interdisciplinary. Any agreement requires the involvement of faculty from various disciplines and professional schools. Agreements with foreign institutions may also require a commitment of resources or administrative support.

In 1988 Chancellor Young adopted a mechanism for the consideration of international agreements that are proposed for UCLA institutional endorsement. All proposed agreements should follow the prescribed steps as specified in UCLA Standard Procedures No. 980 -- University and Exchange Agreements. This campus procedure clarifies the responsibilities of the Dean's Office of International Studies and Overseas Programs (ISOP) with regard to institutional agreements. ISOP Dean John N. Hawkins, acting on behalf of the Chancellor, has the authority to sign for UCLA and to approve international agreements. Without ISOP review and the Dean's endorsement any agreement will not be recognized as an authorized UCLA international accord.

All campus administrators and faculty are encouraged to contact ISOP should there be questions regarding institutional agreements. ISOP Assistant Dean Carlos M. Haro is available to discuss the procedures and to provide materials for the development of new institutional agreements. ISOP also maintains an archive of continuing and new international agreements or protocols between UCLA and foreign institutions. Copies of any existing departmental or school agreements should be sent to Assistant Dean Haro.

Sincerely,

Andrea L. Rich
Executive Vice Chancellor