



OFFICE OF THE CHANCELLOR
405 HILGARD AVENUE
LOS ANGELES, CALIFORNIA 90095-1405

January 3, 2008

DA 224.01

ACTING EXECUTIVE VICE CHANCELLOR & PROVOST SCOTT WAUGH
VICE PROVOST KATHRYN ATCHISON, INTELLECTUAL PROPERTY AND INDUSTRY
RELATIONS

ACTING VICE PROVOST J. NICHOLAS ENTRIKIN, INTERNATIONAL INSTITUTE

Delegation of Authority – Execution of University International and Exchange Agreements

References: (a) UCLA Policy 980, University International and Exchange Agreements;
(b) Deans, Directors, Department Chairs and Administrative Officers Memo from
Executive Vice Chancellor Rich, dated November 2, 1994.

Supersedes: New

Effective as of the date above, I hereby delegate to you, within your respective areas of responsibility, the authority to execute and administer academic exchange and linkage agreements between UCLA and foreign universities, institutions and other approved entities, including, but not be limited to, binding agreements and memoranda of understanding (MOU). The authority to execute such agreements entails the responsibility for reviewing and endorsing proposals for agreements in accordance with the provisions of UCLA Policy 980.

Any agreement or MOU to be executed under this delegation must comply with all applicable University policies and procedures governing the particular agreement form and relevant guidelines that may be issued by the Office of the President or the campus from time to time. Each particular agreement must be approved as to legal form by the General Counsel prior to its execution unless the agreement is in a form previously approved by that office and is issued without revision.

This authority may not be further redelegated.

A handwritten signature in black ink that reads 'Gene D. Block'.

Gene D. Block
Chancellor

Attachment

cc: Provost and Executive Vice President – Academic and Health Affairs
Associate Provost - International Academic Affairs
Universitywide Policy Coordinator
Campus Counsel
Manager, Administrative Policies & Delegations



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 an 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