

# International Agreement Policy

This is a printed version of the online *International Agreement Policy*. It was printed on 10/11/2024 at 15:58.  
**Information is current as of date and time of printing.**



**AUBURN**  
UNIVERSITY

## International Agreement Policy

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| <b>Effective:</b>             | 2/01/2020 (original)   |
| <b>Responsible Executive:</b> | President and Provost  |
| <b>Applicability:</b>         | All University Units and employees on the Auburn Main Campus, AAES, and ACES |
| <b>Review By:</b>             | 02/01/2025   |

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### I. Policy Statement

Agreements between Auburn University, its employees, and a non-US entity ("international agreements") may not be negotiated or entered into without prior approval of the appropriate Dean/Associate Vice President (or above). Prior to granting such approval, the Dean/Associate Vice President (or above) must obtain approval from the Office of the Provost and the Designated University Authority.

Agreements with non-US entities can provide great benefits and are strongly encouraged. Such agreements also have the potential to introduce unexpected risks due to different governmental, legal, and higher education systems and must be executed in a manner that properly protects the interests of Auburn University. In order to ensure proper oversight of agreements with non-US entities, negotiations for these types of agreements require approval by the Designated University Authority.

Auburn University does not discriminate on the basis of race, color, national origin, sex, religion, disability, or age in its programs and activities.

### II. Effective Date

February 1, 2020

### III. Applicability

This policy applies to all University Units and employees on the Auburn main campus, AAES, and ACES.

### IV. Policy Management

Responsible Offices: Office of the President and Office of the Provost

Responsible Executives: President and Provost

Responsible Officers: President and Provost

## V. Definitions

**Agreement(s):** Include, but are not limited to: Memorandum of Understanding (MOUs); Contracts (general, financial, property, Intellectual Property (IP), employment or other agreements); Statement of Work (SOW); Non-Disclosure Agreement (NDA); Confidentiality Agreement (CA); Non-Binding Agreement (NBA); Liability Agreement (LA); or other documents related to contractual, legal or other types of obligation(s) borne upon signature of relevant authority by Auburn, its units, sub-units and/or employees.

**Non-US Entity:** includes foreign academic institutions, governments, companies, scholars, or employees.

**Designated University Authority:** The President of Auburn University, or their appointed designee.

## VI. Policy Procedures

- International Agreement Process
  - Requests for proceeding on new agreements will be submitted in writing by an employee at the level of Dean/Associate V.P. or above to the Office of the Provost and then to the Designated University Authority.
  - Negotiations must not proceed until approval is obtained from the Designated University Authority. Those granted permission to proceed to negotiate may do so immediately. Those refused permission to proceed must not initiate any further negotiations or continue in discussions with the designated non-US entity, its representatives or employees. There is no appeal process for denied requests.
- Existing International Agreements are subject to review by the Designated University Authority as deemed necessary and are subject to immediate suspension, by the Designated University Authority if significant new legal, diplomatic or security related concerns are identified. Any adverse decisions will be communicated to the appropriate stakeholders.
- At the discretion of the Designated University Authority draft international agreements must be presented for review prior to transmission to the non-US entity. Review by the Designated University Authority will consider compliance with the following:
  - Intellectual Property (IP) requirements
  - State, Federal and International Law requirements (through review by the Office of the General Counsel)
  - International faculty, visiting scholar and student visa requirements
  - Academic requirements
  - Security and Privacy requirements

## VII. SANCTIONS

Deliberate violations of this policy may result in sanctions up to and including dismissal.

## IX. EXCLUSIONS

None

## X. INTERPRETATION

For interpretations of this policy refer to the Designated University Authority.