
ACADEMIC AFFAIRS POLICY STATEMENT

TOPIC: Guidelines and Procedures for the Development and Approval of African Initiatives

DATE: May 18, 2016

Overview

- 1. Contact director of CAS for preliminary consultation.*
- 2. After the proposal has reached the level of approval by the relevant Dean, contact the provost for further consultation and approval.*
- 3. If approved and a site visit is needed, meet with the director of CAS to arrange the visit.*

A. Current and Continuing University Initiatives

1. Help and in some cases also sponsor African students to attend Duquesne University.
2. Provide opportunities for study abroad through courses created by individual faculty members and through the Maymester program.
3. Provide opportunities for community engagement.
4. Create academic affiliations between institutions and programs.

B. Academic Program Affiliation Guidelines

1. **Initial interest** usually takes one of two forms. The first involves a request from a department/institution in Africa to explore ways for its students to earn Duquesne degrees utilizing their current and/or proposed academic offerings. The second involves a faculty member or a department/school here at Duquesne exploring the possibility of an academic affiliation with a program in Africa.
 2. In either case, those championing the concept should be directed to **contact the Center for African Studies**, which will then set up an initial meeting bringing together the relevant department chair(s), dean(s) and relevant faculty members to discuss the initiative.
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3. The interested parties at Duquesne may then decide to **clarify the nature of the proposed relationship** via email correspondence, GoToMeeting sessions and/or phone calls with the appropriate representatives of the affiliating institution in Africa.
4. If the proposal appears viable in principle, the interested parties at Duquesne may then **undertake a site visit** to the African institution to determine the practical feasibility of the project. At least one member of the appropriate Duquesne department/school and one member from the Center should make this trip.
5. Following the site visit, those involved should **prepare a written report** that outlines their findings and makes recommendations to the provost, sending copies to the relevant chair(s), dean(s) and the associate provost for academic affairs.
6. If an affiliation is approved, a **memorandum of understanding (MoU)** will be drafted for signature by the related institutions.
7. **Monitoring compliance with the MoU** is the responsibility of the academic department/school involved. The Center for African Studies will be available to assist if needed.
8. **A written report on the status of the affiliation** must be submitted to the Office of the Provost every 3 years. This report should detail activities associated with the affiliation over that period and indicate the department's and/or school's recommendation with respect to continuing or discontinuing the affiliation.

C. Criteria

1. Sustainability

- Sufficient Duquesne faculty expertise exists to cover both the current work commitments of the department/school here at Duquesne and whatever additional work may be required under the terms of the proposed affiliation.
- Duquesne faculty members and administrators have explicitly committed their time and effort to honoring the terms of the proposed affiliation (e.g., by undertaking site visits, teaching abroad, or evaluating papers/theses.)
- Sufficient funding has been identified to support affiliation activities

2. Accrediting Requirements

- Programs involving affiliations may be required to satisfy both the accreditation standards of MSCHE and those of accreditors in the relevant African nation.
- Affiliated African institutions will probably need to demonstrate that courses will be taught by faculty members with terminal degrees.

- It is likely that programs in Africa will be required to demonstrate that they are substantively compatible with existing or new programs at Duquesne.
- Library and research resources at African institutions will likely be a focus of concern.
- Accreditors will also consider the existence of adequate infrastructure at African institutions and evidence of stable student enrollment and financial health.

3. Mission

- The affiliation should reflect/fulfill the Mission of the University (including its call for strategic engagement with Africa) as well as the mission and goals of the relevant Duquesne department/school.
- The affiliation should strengthen the educational program here at Duquesne as well as at the African institution.