

Office of Global Engagement Charter

I. Introduction

This Charter defines the mission, vision, scope of work, and decision-making authority of the Clemson Office of Global Engagement (OGE). The Charter covers the following core functional areas currently operative within OGE: education abroad; English language programs; international student and scholar services; and institutional international partnerships and strategic initiatives.

II. Unit Mission (*2025 OGE Strategic Plan*)

Serving as a hub for international education and collaboration, OGE facilitates impactful international student experiences and empowers faculty, students, and staff to break down barriers, build relevant global networks, and become problem-solvers who create lasting impact in South Carolina and beyond.

III. Unit Vision Statement (*2025 OGE Strategic Plan*)

Our vision is to be the driving force behind campus international efforts and activities, supporting Clemson academic units and their stakeholders as they expand global opportunities. By fostering greater communication and understanding, developing strategic partnerships, strengthening global research networks, and championing accessibility to world-class student experiences, we will ensure Clemson's international engagement is seamless, transformative, and recognized globally.

IV. Scope of Work

Clemson University's Office of Global Engagement serves as the central hub for campus international efforts and activities at Clemson University. Its core functions encompass, but are not limited to, the following:

Education Abroad

The Pam Hendrix Center for Education Abroad (PHCEA) facilitates international teaching and learning experiences. These experiences include faculty-led and third-party study abroad programs, student exchanges, and international experiential learning opportunities such as international internships, research experiences, and service-learning projects. In fulfilling this role, PHCEA partners with Clemson academic units to facilitate new program development, advocates for broad-based student participation, and provides oversight and quality control over defined aspects of program operation including budgetary viability and cost

effectiveness, enrollment management, risk management, and student and staff eligibility, training and orientation.

International Services

International Services ensures Clemson University's institutional compliance with U.S. immigration regulations pertaining to international students, scholars, faculty, and staff. It manages all matters related to compliance with immigration regulations; determines the appropriate immigration category for our constituents; and submits reports as a liaison to U.S. government agencies overseeing immigration matters, including the U.S. Department of Homeland Security (DHS), Department of State (DOS), and Department of Labor (DOL).

International Services provides continuous immigration guidance and support to the University's international population from before they arrive at Clemson to the completion of their degree program, research opportunity, or employment. It provides comprehensive orientation sessions at the start of each semester, year-round programming, post activity off-boarding, and daily advising sessions to provide instruction on their responsibilities in maintaining their immigration status.

English Language Programs

English Language Programs (ELP) provides services for students, faculty, and staff who use English as an additional language, are navigating a new culture professionally and personally, or are interested in engaging with language and culture. ELP establishes goals and objectives to guide our research-based practice for each group, whether through coursework, programming, language partners, or outreach events. In accordance with South Carolina's Fluency Act and Clemson University's Graduate School Policy Handbook, ELP ensures compliance by facilitating the Verification of English Skills Test (VEST).

Institutional Partnerships and Agreements

The Office of Global Engagement provides administrative support in establishing and maintaining international institutional partnerships and other international collaborations that fulfill the University's strategic plan. In doing so, OGE coordinates among Clemson academic units and external partners to pursue regional and thematic initiatives that further Clemson unit and university strategic objectives. The resulting institutional partnership agreements are recorded and retained by OGE and the Office of Institutional Effectiveness in accordance with established procedures.

V. Responsibility and Decision-Making Authority

The roles and responsibilities of OGE encompass: (i) a quality assurance and compliance role, whereby OGE staff ensure consistent, safe, and effective international programs and services for Clemson faculty and students, both incoming international and

outbound domestic, and (ii) a facilitation and advocacy role, whereby OGE staff catalyze comprehensive campus internationalization -- including the development of impactful education abroad programs, sustainable international research collaborations, and the building of strategic linkages within Clemson and beyond.

OGE Quality Assurance and Compliance Role

OGE creates and implements policies and guidelines with feedback from the Council on Global Education and the approval of the provost to comply with regulatory requirements and to support international education best practices as informed by peer practice and the field's bodies of best practice such as NAFSA, the Forum for Education Abroad, and OSAC. Areas of oversight include, but are not limited to:

Health, Safety, and Risk Management

OGE assesses and mitigates risks associated with global engagement through implementing best practices from industry and public sector entities such as the Department of State, the Overseas Security Advisory Council, and the Centers for Disease Control. OGE chairs the High-Risk Travel Advisory Group, which assesses, advises, and provides health, safety, and risk management recommendations in crisis situations. OGE oversight extends in particular to approval of risk management plans prepared by education abroad faculty directors in accordance with guidelines made available and kept updated by OGE. OGE has the authority to condition the operation of any education abroad program on the adequacy of such plans, assure quality, and compliance with approved policies and may cancel or terminate any program for risk management reasons, consistent with published guidelines.

Financial Oversight Over Education Abroad Programming

OGE is responsible for establishing budget templates, reviewing working program budgets submitted by faculty directors, and approving final program budgets to ensure program viability and cost efficiency for the benefit of Clemson students. OGE's fiscal oversight includes a responsibility to ensure that faculty directors and college budgetary units are compliant with university, local, state and federal financial and documentation regulations. OGE has the authority to condition the operation of any education abroad program on quality assurance and compliance with approved financial policies. In providing this oversight, OGE is responsible for developing and communicating transparent guidelines governing budget approval and program financial management, including sources of revenue, permissible expenditures, refund policies, and use of carryover funds.

Compliance and Reporting

OGE ensures compliance with institutional, local, state, and federal regulations related specifically to education abroad and immigration activities within its scope of work, meeting reporting requirements from regulatory bodies including the U.S. Department of Homeland Security (DHS), Department of State (DOS),

Department of Labor (DOL), and others as appropriate. In fulfilling this role OGE coordinates with other Clemson units, including the Office of General Counsel, Export Compliance and Research Security, and the Office of Human Resources, among others.

Crisis Response

OGE is responsible for developing crisis response protocols and for collaborating with campus stakeholders to mitigate risk and plan coordinated responses in the event of a crisis affecting Clemson students, faculty, or staff abroad. During a crisis, OGE serves as the initial line of communication with Clemson students, faculty, and staff abroad as part of an institutionally sanctioned education abroad program, facilitating the flow of accurate information, ensuring coordination across Clemson stakeholders, and providing support to affected individuals as established in the applicable crisis response protocols.

Program Assessment

In partnership with Clemson faculty directors and relevant academic units, OGE assesses the effectiveness of international programs and services in meeting the needs of the university and its students, including success in achieving defined student learning outcomes. The output of assessment activities, where not confidential, is to be made available to Clemson stakeholders by OGE to facilitate continuous program and process improvement.

Facilitation and Advocacy Role

In addition to its quality assurance role, OGE facilitates, advocates, and coordinates comprehensive international programs and partnership efforts across campus, managing international partnerships, encouraging strategic program development, and facilitating communication in support of internationalization efforts among the Clemson community and beyond.

Promotion of International Education Programs and Opportunities

OGE staff partner with Clemson colleges and departments to promote education abroad opportunities among each program's target student population, assisting with student advising where appropriate. OGE also works to ensure that education abroad is broadly available to all Clemson students regardless of financial need and promotes the value of international experiences and collaboration more broadly across campus and external stakeholders.

Development of Strategic Initiatives

OGE coordinates discussions across Clemson academic units to identify strategic programming and partnership opportunities that target synergies across Clemson units and mission areas to advance the strategic goals of the university. Where appropriate, OGE will provide targeted support to catalyze strategic initiatives including international research seed funding programs for projects likely to generate future external funding.

Institutional Partnership Process

OGE serves as the central hub for initiating formal international institutional partnerships, including institutional partnership agreements, exchange agreements, and more tailored agreements such as collaborative degree structures. In serving this function, OGE assesses proposed partnerships, encouraging those collaborations that are strategic and in alignment with Clemson University goals and priorities. In doing so, OGE is responsible for setting clear guidelines and processes for the approval and signature of partnership agreements.

International Student and Scholar Support

While not resourced to provide comprehensive support as an office of international student life, OGE serves as an important point of contact and source of information for international students and scholars through its International Services unit. OGE also provides English language support services to students and faculty who use English as an additional language through its English Language Programs unit.

Communication and Advocacy

OGE serves as a central point of communication and advocacy for comprehensive campus international efforts and activities at Clemson, building awareness of strategic opportunities, sharing best practices, and celebrating faculty and student success to campus and external audiences.

VI. Reporting Structure; Advisory Structure

The Office of Global Engagement is led by an Associate Vice President for Global Programs and Partnerships who reports to the Senior Associate Provost for Academic Affairs. OGE receives advice on policy impacting international programs from the Clemson Council on Global Engagement, which is comprised of elected representatives from each Clemson College, appointed representatives from the Library, Graduate School, and Enrollment Management units, as well as graduate and undergraduate student representatives. OGE may also convene *ad hoc* advisory groups from time to time to provide input, such as college associate deans of research, faculty affairs, or undergraduate studies to address the development of coordinated strategic activities.

VII. Review and Amendment

This document will be reviewed at least once annually to ensure it aligns with the University's vision for Global Engagement and serves the needs of academic units. Revisions and edits will be made, when necessary, to support institutional needs.

Version 1.0. Approved by the Office of the Provost on August 8, 2025.