

International Links

Approved by: ATEM Council
Date of Approval: May 1998
Date of Modification: April 2011
Date of Next Review: 2014

Rationale

The Association for Tertiary Education Management Inc. (ATEM) plans to establish links with similar organisations in other countries and regions, in the interests of sharing experiences and knowledge of developments in the fields of tertiary education administration and management, and to develop cordial relationships with others working internationally in the management of higher education. In addition, ATEM is continuing to lead the development of the professional skills and standing of staff who work in management and administration in tertiary education in Australasia. ATEM, therefore, will develop written agreements with international organisations which have similar aims and objectives to those of ATEM. Agreements would offer linked organisations the opportunity to attend the annual ATEM conference, cover the automatic sharing of information and policies, encourage regular communication, and set in place opportunities to facilitate the short-term exchange or job placement of members, with reciprocal arrangements intended to formalise the links.

Organisations to be approached

ATEM will consider initiating formal agreements only with international organisations which have broadly similar aims and objectives to those of ATEM, and where ATEM Council can clearly see benefits to both parties in forming such a relationship. In particular, ATEM will endeavour to establish additional relationships with similar organisations in the Asia/Pacific regions during the next five years.

Since 1998 several informal relationships have been formalised under this scheme. These are with the Association of University Administrators (AUA) based in the United Kingdom (1998) the American Association of University Administrators (AAUA) based in the United States of America (1998); the American Association of Collegiate Registrars and Admissions Officers (AACRAO) (2001); and, the Association of Caribbean Higher Education Administrators (2003).

Policy for New Agreements

Contacts

Initial contact with future Organisations will be made at Presidential level, with the details of formal relationships managed through the associations' Secretariats, or by a representative nominated by the their President. All formal links will be ratified by ATEM Council prior to Presidential signing.

Once links have been established through formal Memorandum, the ATEM Secretariat will facilitate ongoing liaison and communication, and establish an appropriate database of all agreements.

Agreements

The President of ATEM will approach organisations approved by the ATEM Council with formal, reciprocal Memoranda that clearly outline the term of the agreement, its aims, and the main areas of cooperation. These areas of cooperation will include the following:

- An annual invitation for one member from each organisation to attend the ATEM Annual Conference and for an ATEM representative to attend the equivalent conference of the partner organisation.
- The terms and conditions of such an invitation (which would normally be for the host organisation to provide the conference registration fee and accommodation package, and the attendee to provide the cost of travel).
- The inclusion of partner organisations on a mailing list for all relevant material developed by ATEM, including policy documents and the documents outlining strategic goals for ATEM.
- The inclusion of partner organisations in the publication of details of relevant requests for exchanges or short-term job placements received by the ATEM Secretariat.