



EXPORT CONTROLS PROCEDURES

TITLE: SABBATICAL APPLICATIONS		
Procedure #: EC003	Effective Date: 03/01/2021	Author: Todd Wakeland
<p>Purpose/Definitions: The term "export controls" refers to a set of federal laws and regulations. These laws and regulations are used to:</p> <ul style="list-style-type: none"> • restrict both physical and nonphysical exports of items that could contribute to the military potential of international adversaries • to advance U.S. foreign policy goals, and • to protect the U.S. economy and promote trade goals. <p>The failure to comply with export control regulations is a violation of U.S. law and can result in criminal or civil prosecution, as well as denial of export privileges. Faculty sabbaticals can create an export control risk. That risk should be addressed at the sabbatical application stage to prevent unintentional export control violations. All sabbatical applications that indicate foreign involvement, in the sabbatical, shall be reviewed by the SIU System Export Controls Office <u>before</u> the Provost recommends for approval any sabbatical application as indicated below:</p> <p>Procedure:</p> <ol style="list-style-type: none"> 1) A sabbatical application on any SIU System campus (SIUC, SIUE or SIU-MED), with an affirmative answer to the foreign involvement question on the sabbatical application, shall be sent by the Provost’s Office (SIUE and SIUC) or Human Resources (SIU Med) via email or hardcopy, to the SIU System Export Control Office for review. 2) The SIU System Export Control Office shall conduct a review of that sabbatical application by contacting the individual faculty member and reviewing the foreign involvement as necessary. 3) The SIU System Export Control Office shall, once its review is complete, make a written (email or hardcopy) recommendation to the Provost regarding the export control risk of the sabbatical application in question, while adhering to the timeline of each campus in order to assure recommendations are presented to the BOT in time for approval. 4) The Provost shall not make a recommendation to approve a sabbatical application having a foreign involvement component without first obtaining the export control recommendation. 		

5) If it is determined that an export control violation(s) is possible from a sabbatical application, the Provost in consultation with the faculty applicant, the SIU System Export Control Office, and the individual campus research representative (the Vice Chancellor for Research at SIUC, The Associate Dean for Research and Faculty Affairs at SIU-Med, the Associate Provost for Research at SIUE), and in consultation with the Office of General Counsel if legal advice is deemed necessary, shall make a written determination on whether the application will be recommended for approval based upon those export control risks that cannot be mitigated by the faculty member. That determination shall be provided to all of the parties above as applicable, as well as the faculty member whose sabbatical application is being reviewed.