Faculty-Led Application Planning and Approval Process

Faculty meets with Department Chair to discuss program idea.

➡️

Department Chair provides suggestions and written approval to faculty member through email to proceed with program planning.

➡️

Faculty member meets with International Engagement (IE) to discuss program idea and planning.

- If applicable, IE requests third party proposals. Once received these will be shared with the faculty member.
- IE will inform Risk Management about program location to assess safety.

College Dean receives application and signs approval or sends back to faculty for modifications. Faculty will resubmit to Department Chair for approval.

⬅️

Department Chair receives application and signs approval or sends back to faculty for modifications. Faculty will resubmit to Department Chair for approval.

⬅️

Faculty completes Faculty-Led Program Application and sends for approval to Department Chair.

⬅️

If working through provider, faculty will meet with IE to complete program tentative schedule and itinerary.

Provost/VPAA signs approval or sends back to faculty for modifications. Faculty will resubmit to Department Chair for approval.

➡️

IE Director signs approval or rejects proposal

➡️

AVPSS signs approval or rejects proposal

➡️

VPSS signs approval or rejects proposal

The approved application is forwarded to IE where it will be kept. IE will email approved application to faculty member, Chair, Dean, Provost, AVPSS, and VPSS. IE will then initiate advertisement of the program and continue with the planning process.

Revised 1/9/2017