

FACULTY PROPOSAL

**FOR HARPER COLLEGE FACULTY-LED STUDY
ABROAD PROGRAMS**

**HARPER COLLEGE
OFFICE OF INTERNATIONAL
EDUCATION**



FACULTY PROPOSAL SUBMISSION PROCESS

1. The faculty schedule a meeting with the Director of International Education to discuss a proposal.
 - a. This meeting should be scheduled at least 14-18 months prior to the anticipated course departure date.
2. Faculty read the **Faculty Education Abroad Handbook**
3. Prior to completing the Faculty-led Proposal and associated forms, faculty must consult with their chair/coordinator and dean about their proposal. These individuals may have insights useful to preparing the Proposal.
4. Complete the Faculty-led Proposal and all supplemental forms (**See the full list below**)
5. Meet with appropriate Department Chair or Program Coordinator for Proposal approval signature.
6. Meet with appropriate Division Dean for Proposal approval and signature.
7. Meet with the Director of International Education for submission of all application materials. The final program proposal for a spring or summer offering is due to the Director no later than the **first Friday of March** of the year before the program is expected to be offered.
 - a. For programs that will be offered during the winter intersession, the final program proposal is due to the Director no later than the **first Friday of February** of the year before the program is expected to be offered.
8. The Study Abroad Proposal Review committee reviews all proposals using the Study Abroad Proposal rubric. Changes may be recommended.
9. After the committee approves the proposal it will be submitted to the Associate Provost for provisional approval.
 - a. All approvals are provisional until the signature page has been signed by both the Provost and the President of Harper College. On occasion, an additional meeting between the Director, faculty leader, and Associate Provost may be necessary for final approval.
10. **After** the Associate Provost has approved the program can outreach and recruitment for programs may begin.
 - a. Ideally, a marketing and recruitment plan can be created during the summer session and recruitment can begin in earnest in August and September.
11. Faculty will be required to participate in a Faculty Leader Education Abroad Training
12. Prior to departure, faculty must complete and submit Faculty Leader Information Packet
13. Within two weeks of return, faculty must schedule a Debrief Meeting with students.
 - a. A student Evaluation survey is administered.

PROCESS RESPONSIBILITIES

Recruitment and
marketing

Faculty, Director,
OIE Program
Assistant

Enrollment

Faculty, OIE Program
Assistant, Director

Classes on schedule

Director with Dean/
Program
Coordinator

Orientations

OIE Program
Assistant, Faculty,
Director

Student application,
essay, payments,
paperwork

Student, OIE Program
Assistant, Faculty, Director,
Business Office