TU Faculty-Led Study Abroad Program Proposal
Department Chair/College Dean Review Guidelines

These guidelines have been developed to assist department chairs and college deans when reviewing proposals for faculty-led study abroad programs by faculty members.

Responsibilities of the Department Chair/College Dean

- Department chairs and college deans are asked to review all academic components of the proposal including course subject matter, instructional delivery methods, syllabus(i), and contact hour requirements (see Credits section below). Your signature on the form indicates to the review committee your endorsement of the academic aspects of the proposed program.

- In addition, competition between programs within your department and/or college should be taken into account if multiple proposals are being submitted for the same cycle (see Multiple Proposals section below).

- You are not expected to assess location, feasibility, costs, on-site support services, sustainability, or health and safety issues when reviewing the proposal. However, if you have concerns or questions regarding these components please feel free to contact the Study Abroad Office.

Proposal Process

- All faculty-led credit-bearing programs are administered by the TU Study Abroad Office in partnership with TU academic units and colleges. Any faculty member who wishes to lead a program overseas that carries academic credit must submit a proposal and be approved by the TU Faculty-Led Study Abroad Programs Subcommittee and adhere to the policies and procedures regarding faculty-led programs.

- Proposals are due to the Study Abroad Office by November 1st for programs to run in Minimester or spring Break of the following calendar year but must be approved by the department chair(s) and submitted to the college dean(s) for review at least two weeks prior to the April 1 deadline.

- Proposals are due to the Study Abroad Office by April 1st for programs to run in summer of the following calendar year but must be approved by the department chair(s) and submitted to the college dean(s) for review at least two weeks prior to the April 1 deadline.

- Towson University does not typically administer faculty-led programs in countries with an overall U.S. Department of State Travel Advisory Level 3 (Reconsider Travel) or Level 4 (Do Not Travel). Petitions by faculty members to run a TU faculty-led study abroad program in countries with Level 3 Travel Advisories will be considered on a case-by-case basis and subject to an additional ‘Risk Assessment Review’ conducted by the appropriate oversight committee. A final determination will be made in consultation with University Counsel and the Office of the Provost.

- If a proposal is approved, the Study Abroad Office will work with the faculty member to develop the program during which changes may be made as needed. The department chairs(s) and college dean(s) will be consulted regarding any changes to the academic content, course offerings, number of contact hours/credits, and/or faculty director(s)/assistant(s). Other changes may include (but are not limited to) program dates, program length, housing, and cultural activities.

- A complete proposal includes:
  o TU Faculty-Led Study Abroad Program Proposal Application
  o Syllabi for all courses associated with the program. Syllabi should include a tentative program schedule including anticipated topics, assignments, learning activities, and learning outcomes for the course(s) prior to, during, and after the program
  o Program Contact Hours Calculation Sheet
  o Signatures of the faculty director(s), alternate faculty director, faculty/staff assistant (if any), department chair(s), and college dean(s)
Credits

- Please review the Program Contact Hours Calculation Sheet submitted to you with the proposal for a list of activities and assignments and related contact hours. **Faculty-led study abroad courses are designated as field trip experiences for the purpose of MHEC credit hour requirements requiring 37.5 contact hours per credit.**
- Contact hours for faculty-led study abroad programs may include classroom time, lectures, field trips/excursions, group learning activities, program specific orientation meetings, research, service learning, community projects, volunteer time, homework/assignments, other academic activities, and cultural activities conducted **prior to, during, and/or after** the in-country program dates.
- Does the program meet the minimum requirements for the total number of credits being awarded?
- **Note:** The 4 credit maximum for on-campus Minimester courses does not apply to study abroad.

Course(s)

Please consider the following questions when assessing the course(s) associated with the program:

- Is the course(s) being offered applicable to the host country/region and will it be taught in context?
- Does the proposed program meet the learning objectives indicated in the university approved syllabus(i)?
- Adaptations to the course outline, learning activities, and assignments may be made with the approval of the department chairs and college deans to reflect the international context in which it will be taught
- Does the program proposal indicate how the proposed learning activities meet the course objectives?
- Are the course prerequisites indicated on the proposal form for each course correct/acceptable?
- Are the overall program prerequisites (if any) acceptable/appropriate? **Note:** The minimum cumulative GPA requirement for faculty-led study abroad programs is 2.5.
- If both undergraduate and graduate level credit will be offered, are the additional assignments and coursework for graduate participants sufficient/appropriate?

Study Abroad Program Faculty Director(s)

Please consider the following factors when assessing the ability of the faculty member to recruit for and lead a program:

- Does the faculty member have the necessary expertise to teach the course(s) associated with the program?
- Does s/he have other commitments which might prevent him/her from carrying out the duties of a Faculty Director or Faculty/Staff Assistant prior to, during, or after the program?
- Does s/he have sufficient connections on campus to recruit participants for the program?
- Will/can the department assist in the promotion of the program?

Multiple Proposals

Competition between programs within your department and/or college should be taken into account if multiple proposals are submitted for the same cycle/term. Here are some things to consider:

- Do the programs compete with each other?
- Are distinct courses offered on each program?
- Will the programs draw from the same pool of applicants?
- Is there sufficient student demand in the discipline for more than one program in any given year/term?
- Feel free to consult the Study Abroad Office if multiple proposals are being submitted or to discuss departmental or college strategies for faculty-led programming