



**MONTCLAIR STATE
UNIVERSITY**

**Office of International
Academic Initiatives**

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

Your signature on Faculty-led Program proposals indicates to the Office of International Academic Initiatives your endorsement of the academic aspects of the proposed program and the eligibility and ability of the faculty leader/s to successfully manage and lead students abroad.

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

PROPOSAL PROCESS

All faculty-led programs administered by the Office of International Academic Initiatives are credit-bearing and are developed in partnership with MSU academic departments and colleges. A faculty member who wishes to lead a program overseas that carries academic credit must submit a proposal and be approved by IAI and adhere to the policies and procedures regarding faculty-led programs.

Abstract proposals are due to IAI by February 15th. The abstract approval process is designed to give 'in principle' support for faculty to proceed and develop a full proposal. If an abstract proposal is approved by the Chair, Dean and IAI, faculty will be invited to submit a full proposal. Full proposals include course syllabi, draft daily itinerary and program estimated costs. Full proposals are due to IAI by April 1st.

Montclair State University does not typically administer faculty-led programs in countries with an overall [U.S. Department of State](#) Travel Advisory Level 3 (Reconsider Travel). Countries at Level 4 (Do Not Travel) will not be accepted. Petitions by faculty members to run a faculty-led study abroad program in countries with Level 3 Travel Advisories will be considered on a case-by-case basis and subject to additional risk assessment. A final determination will be made in consultation with University Counsel, the Director of Risk Management and the Office of the Provost.

Once a full proposal is approved, IAI 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.

APPROVING A PROPOSAL

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.

Credits

The number of credits associated with the program should be based on the number of contact hours.

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.

Courses

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. IAI supports the following models for courses that are associated with the international experience:

- August fieldwork for a Fall course
- Winter session
- Spring break
- May fieldwork for a Spring course
- Summer session

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

1. Is the course(s) being offered applicable to the host country/region and will it be taught in context?
2. Does the proposed program meet the learning objectives indicated in the university approved syllabus(i)?
3. Does the program proposal indicate how the proposed learning activities meet the course objectives?
4. Are the overall program prerequisites (if any) acceptable/appropriate? *Note: The minimum cumulative GPA requirement for faculty-led study abroad programs is 2.5.*

5. If both undergraduate and graduate level credit will be offered, are the additional assignments and coursework for graduate participants sufficient/appropriate?
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Study Abroad Program Faculty Director(s)

Eligibility

The faculty leaders must be full-time tenured, or tenure-track faculty. With a strong rationale, a faculty leader may propose a full-time, 12 month administrator as the second program leader.

Faculty who are on sabbatical may not lead any program during the entire term of the sabbatical.

Adjunct faculty are not eligible to serve as program leaders or second leaders.

Instructional Specialists who, prior to the submission of an abstract or proposal, have a stipulation in their contract that their salary includes leading a study abroad program, may be proposed as program leaders. The appropriate Dean and Chair of the faculty must confirm during the abstract proposal stage that the IS eligible to receive teaching salary for the proposed study abroad program.

Suitability

Responsibilities of a Faculty Leader will extend beyond those of a professor. A Faculty Leader will be a recruiter, administrator, institutional representative, advisor, facilitator and crisis manager.

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

1. Does the faculty member have the necessary expertise to teach the course(s) associated with the program?
 2. Does s/he have other commitments which might prevent him/her from carrying out the full duties of a Faculty Program or Faculty/Staff Assistant Leader prior to, during, or after the program? Please note that Faculty who will be absent for a significant part of the academic year prior to the proposed program may not be suitable leaders as they may not be available for recruitment and program planning.
 3. Does s/he have sufficient connections on campus to recruit participants for the program?
 4. Will/can the department assist in the promotion of the program?
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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:

1. Do the programs compete with each other?
2. Are distinct courses offered on each program?
3. Will the programs draw from the same pool of applicants?
4. Is there sufficient student demand in the discipline for more than one program in any given year/term?

Interdisciplinary programs are encouraged as they increase the learning outcomes for the students and the marketability of the program. Please note that if multiple departments are included, each department chair and corresponding college dean must sign off on the proposal.

Feel free to consult the Associate Provost, Hispanic Initiatives and International Programs to discuss departmental or college strategies for faculty-led programming.

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