



**Instructions and Checklist for Proposing a Faculty-Directed Program**

ASU has established a formal proposal process for faculty members wishing to lead a faculty-directed study abroad program. Interested faculty members will need to obtain the Program and Academic Description Form and Study Abroad Syllabus template from the Study Abroad Office for the respective term they would like to propose a program. The form and syllabus template should be completed by the stated proposal deadlines (below); faculty members are encouraged to work with their International Coordinator in order to complete these items.

Faculty members will also need to seek the approval of their school director and dean on the proposal. An e-mail from the faculty members’ leadership stating approval of the proposal is sufficient.

**Program Proposal Process Checklist:**

- Meet with a Study Abroad Office International Coordinator to discuss program ideas. [Consult our website](#) to find out which coordinator works with your academic unit.
- Complete the Program and Academic Description Form
- Complete the proposal documents by the relevant deadline for the term for which you are proposing a program. See deadlines below.
- Wait to hear about decision of program proposal from the Study Abroad Office. Respond with any requested clarification/updates. (Proposals are reviewed by the SAO leadership and Office of the Provost).
- Contact program providers as necessary for proposal bids.
- First-time faculty directors should attend the new faculty-director orientation. Ask International Coordinator for details.
- Complete program web brochure template so International Coordinator can create the program’s web brochure page and program flyer.
- Begin working with International Coordinator on program budget.
- Confirm your approval of budget with International Coordinator so he/she can submit for final approvals.
- Complete forms within your online Risk Management application (accessed through SAO website).
- Notify International Coordinator of any application requirements for students.
- Once budget is approved, International Coordinator will open applications up for students to apply.
- Schedule information sessions to promote your program to students.

**Program Proposal Deadlines:**

<b>Pre-Fall, Fall Semester</b>	<b>Winter Break, Pre-Spring</b>	<b>Spring Semester</b>	<b>Spring Break, Post Spring</b>	<b>Summer</b>
September 1	February 1	February 1	April 1	July 15 (priority), September 1 (final)