



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 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 for which they would like to propose a program. The form and syllabus template should be completed by the stated proposal deadlines, and the Program and Academic Description Form must be approved by the proposer's school director/chair and dean. An e-mail from the faculty members' leadership stating approval of the proposal is sufficient. Faculty members are encouraged to work with their International Coordinator in order to complete these items.

Program Proposal Process Checklist:

- ☐ Meet with a Study Abroad Office International Coordinator to discuss program ideas.
- ☐ Complete the Program and Academic Description Form and syllabus 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 SAO leadership and the Office of the Provost).
- ☐ Work with your International Coordinator to contact program providers as necessary for proposal bids.
- ☐ First-time program leaders 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 it 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:

Pre-Fall, Fall Semester	Winter Break, Pre-Spring	Spring Semester	Spring Break, Post Spring	Summer
July 15 (Priority) September 1 (Final)	Nov. 1 (Priority) February 1 (Final)	Nov. 1 (Priority) February 1 (Final)	February 1 (Priority) April 1 (Final)	July 15 (priority), September 1 (final)