

Faculty-led Study Abroad Program Initial Proposal Information

For the program proposal application cycle for spring and summer 2023, OGE will be working with faculty to transition previously approved or to develop new programs that meet the goals and expectations of the CMU model Faculty-led Study Abroad Programs.

The Initial Proposal provides the Office of Global Engagement with information about the concept and rationale of the program, its structure, academic content, learning outcomes, and preliminary information about the program itinerary and on-site logistics.

Getting Started: Research and Dialogue

1. Discuss the conceptual framework of the program with the Assistant Director of Study Abroad for Faculty-Led Programs, Dr. Carlos Lopez.
2. After meeting with OGE and further refining the program concept, have an initial discussion with your department Chair and Dean. After the meeting, initiate an email to your Chair and Dean, copying [Dr. Carlos Lopez](#) requesting the following:
 - Both your Chair's and Dean's statements of support to move forward with the Initial Program Proposal Process.
 - Indication of the minimum required # of students for the program to run.
 - Indication of any departmental/college financial support for any elements of the program and/or faculty travel support.
3. You will be added to Faculty-led Study Abroad Share Point, where additional information about the new program model and OGE policies and procedures is available.
4. A proposal application will be opened for you in Terra Dotta.
 - Consult documents in the Faculty-led Study Abroad Share Point, including information on program design, the Faculty Leader(s) Role and Responsibility, and The Forum on Education Abroad's [Standards of Good Practice](#).
 - Review [CMU International Program Policies](#).

The information that follows is the overview of the Initial Program Proposal. Submitting an incomplete complete proposal that does not adhere to these policies will delay the review of this program.

Initial Program Form

1. The faculty leader must author the proposal.
2. Access your proposal application via [Terra Dotta's application portal](#)
3. You will be able to download the fillable application forms and work on them at your own pace. Once you have completed the proposal application, you will upload the forms to Terra Dotta.

Initial Proposal Review Process

The Faculty-led Study Abroad Program Proposal Review process consists of these steps.

1. Once the proposal is submitted, it will be reviewed for completeness and evaluated based on the Faculty-led Study Abroad Program Evaluation and Recommendation Rubric by OGE.
2. The Initial Program Proposal Review document, a single .pdf consisting of (1) the Initial Program Proposal and Evaluation and Recommendation Rubric and (2) the Initial Program Proposal will be created and forward to review and an approval decision by the Chairs and Deans.
3. OGE will notify the faculty leader of the outcome of the proposal review and evaluation

The Office of Global Engagement encourages faculty interested in developing and proposing a CMU Faculty-led Study Abroad Program to schedule an initial consultation with WebEx or Teams.

[Dr. Carlos Lopez](#)

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