



OFFICE OF GLOBAL ENGAGEMENT

Proposals

Talk to the Dean of Global Engagement about ideas *before beginning any plans.* Initial proposal contact with the Office or Dean does not have to be overly formal. In fact, it is often useful to begin casual conversation with the Dean of Global Engagement or Global Engagement Coordinator in very early stages.

A proposal represents a formal request for permission to develop and implement an international program, and serves as a form of contract between the faculty director and the university body. *Proposals must be approved prior to actions to vet or to develop*

- Submitted proposals take time and may require multiple revisions to work through the committee approval process.
- Program proposal requirements may vary due to content and location.
- There is not a “one size fits all” pattern for a proposal. For instance, an Art History class going to Florence may need little justification for studying that content area in that location, but an Environmental Science class in Florence will need more justification. Travel to Italy in both of these cases may require little security discussion, depending on world events surrounding the proposal. However, either of the same courses in a developing nation would require more justifications. A Campus Ministry program going to South Korea may be asked different questions regarding goals and outcomes than a credit-bearing course. The professional schools may need to explain how a program fits into curriculum and submit details to the committee.
- All programs may be asked for learning goals or program goals, even if there is no credit involved, because the purpose of the university is education.

The proposal process provides checks and balances and enables the university to aim for best practices in academic quality, methods of experiential learning, risk management - safety/security, and legal compliance. The Global Engagement Committee enables the university as a whole to be an approving body for program quality and provides support for program leaders. Just as the university approves or evaluates programs and changes to programs through the Curriculum Committee, and schools are accountable to each other on university governing bodies, so the Global Engagement Committee serves a similar purpose in the area of international education.

Proposal Details should include:

- 1) **Where and Why:** The location and justification for the educational importance of the program or course to be taught in the international setting (content and place need to be clearly aligned).

- While not all programs may have academic credit, any university program should prioritize learning as the university's primary missional goal and directive.
 - Courses should appeal to a broad constituency to gain maximum appeal. (For example, courses that can provide General Core Curricula credit offer maximum breadth of appeal.); however, a program should not try to be all things to all people (which general please no one).
- 2) **What:** An outline of the planned educational experience or course, learning outcomes, and activities linked to locations and travel events.
 - Even programs that are not credit bearing need to have purpose and goals for the program because all programs must be assessed
 - How credit hours are being achieved should be clear
 - 3) **When:** Dates for the proposed study abroad, or a request for rotation
 - 4) **Who:** Constituency for the program should be clear; sometimes the student constituency may be established by the courses offered on the program, sometimes it may need to be particularly spelled out in the proposal, or by declaring the type of program (such as Alumni and Friends), or by explaining to whom the program will be marketed.
 - Who should also include the Dean or Chair approving the program.
 - 5) **How Much:** An accurate preliminary budget, outlining total costs for both student and faculty should be provided.
 - Vendors or partners should be listed specifically
 - Money paths should be outlined
 - Departmental financial support should be defined
 - 6) Any other information to assist the committee in making its decision, such as safety plans, faculty expertise, housing, travel and moment, etc.
 - 7) Programs in developing countries need to address best practices in ethical impacts, sustainability, and partnerships, as well as greater security and safety issues.
 - 8) Programs with service may be asked how they are addressing service-learning best practices.
 - 9) A program requiring a site visit should recommend this as part of the proposal and make justifications. A site-visit conversation should ideally begin with the Dean of Global Engagement as well as appropriate Chairs and Deans so that budgeting can be determined. While GEO has some vetting funding, such funding is limited and varies per year according to GEO office/conference or personal travel use. Therefore, approvals from chairs and deans are essential.
 - 10) Programs should not compete with each other in location, offering, type, constituency etc. where possible. Competing programs will be evaluated on what is best for the overall health and progress of international programs at Campbell, as well as the constituency populations, etc. Programs may have to adjust calendar year, time, or even location due to competition unless cooperation or collaboration between programs can be reached.

Based on this information, the committee may either reject the proposal, request amendments, or give "Permission to Develop." Once approved, the proposal is marked as Approved and is filed in the office; the Provost's office and insurance underwriters are informed of intent to travel in the University's name.

While details always need to be adjusted as a proposal is implemented, major changes need resubmitted. Examples of a *minor* change may include rescheduling events that do not impact the learning outcomes, minor alterations of dates (going out on a Wednesday instead of Saturday), different locations for a tour, altering itinerary order, etc. (Since itineraries are submitted to the office prior to departure as part of the risk management procedures, even minor changes are subsequently recorded).

Major changes must be resubmitted for approval by the GEO Committee. Major changes include

- Location
- Faculty
- Program type
- Program constituency
- Joining another group/ partnerships

Chain of Approval:

- Dean of Global Engagement oversees international risk management for the university and will not promote a proposal to the GEO Committee or Travel Risk Assessment Committee until it has sufficiently addressed the above elements.
- Appropriate Department Chair or Division Dean.
- *The Global Engagement Committee*, made up of broad university representation, has authority to accept or reject a program or location, as well as to require alterations, improvements, and adherence to best practices prior to approval. Likewise, the GEO Committee has the authority to cancel or rescind a program if the safety situation, or originally approved elements of the program are altered, or if problems with director or program are revealed.
- *The Travel Risk and Security Assessment Committee* has ultimate authority over university travel. This committee is made up of the following body: Dean of Global Engagement; University Counsel; Provost; Vice President for Student Life; Vice President for Business; Director of Campbell University Health Center. Proposals are referred to this committee via the Global Engagement Committee when
 - 1) the proposal involves a level 3 or 4 country
 - 2) the committee feels that the proposal involves sufficient risk to warrant the approving authority of the Provost's office
- *The Travel Risk and Security Assessment Committee* has ultimate approval or refusal for Campbell program travel; therefore, this committee may overrule the GEO Committee, even if that body has given approval.

Program Development & Policies

- **Developing an international program is a significant time investment for faculty directors, staff, Global Engagement Committee, and the Global Engagement Office.**
- **When the university accepts a proposal and allows faculty to travel with students, it places a great deal of faith in the faculty director's good judgment and compliance with regulations.**
- **Leading an international program requires significant attention to and compliance with the various ramifications of representing the University abroad. Once a**

proposal is accepted and a program is implemented, a faculty director is committed to University policies regarding international programming (as outlined in this document), university travel and purchasing rules, as well as regular faculty handbook regulations and behavior codes listed therein. The faculty director also becomes responsible for fulfilling university federal compliance in several areas.

Plan Ahead—Up to *two years ahead*. **Submit Proposal to Committee at least 18 months prior to program.** For a summer program, the Fall Semester (18 months preceding) is appropriate. (If travel vetting needs to be done, the timeline may need to be longer). ***The program should be completely developed with specific details and an accurate price point at least 9 months in advance to allow students to gather funds and make plans. Once ready to market, the details and price point should be finalized and the marketing materials should offer “truth in advertising.”***