

Global Education Checklist for Proposing a Faculty-led Program

The ideal planning time for a program is 12-18 months from the term for which you are proposing. Virginia Tech has a formalized proposal process for all faculty members wishing to propose a faculty-led study abroad program. Proposals for all new and continuing programs are first reviewed and supported by the home department/college and then submitted to the university-wide Global Education Approval Committee (GEAC).

Interested faculty members will need to complete the following items and upload online:

1. GEAC Faculty-Led Program Proposal Form including program questionnaire, a syllabus for each course using the syllabus template provided, and a preliminary itinerary
2. program budget using the template provided
3. College Verification and Approval Form *(completed by the College’s Global Education Liaison)*

Completed proposals should be submitted by the proposal deadlines. Please note your department/college-specific deadline (which is likely 2-4 weeks in advance of the university-wide submission deadline). Faculty members are encouraged to work with the Global Education Office throughout the process.

**Proposal Process and Program Implementation Checklist:**

☐Review the proposal process and requirements.

☐Meet with a Global Education Office representative to discuss program ideas and receive support in drafting the proposal items.

☐Consult with your college’s Global Education Liaison for department/college-specific deadlines and procedures.

☐Submit proposal drafts to your college’s Global Education Liaison for review and feedback. Incorporate edits. Upload and submit the final revised documents to the GEAC online, ensuring that your final college-verified proposal has reached the GEAC by the University’s deadline for the term for which you are proposing a program. See below for the university-wide Global Education Approval Committee deadlines.

☐Await decision of the program proposal from the Global Education Approval Committee. Respond with any requested clarification/revisions. *Note: GEAC approval triggers generation of the program’s fund number.*

☐First-time program leaders should plan to attend the New Program Leader Training. Returning program leaders should attend the Program Leader Community Update every two years for compliance with Global Travel Policy 1070. Contact GEO Assistant Director for Global Safety and Risk Management for details.

☐ Following program approval and fund launch, work with your department or college’s fiscal support to setup a detail code with the Bursar’s Office. Formalize a payment schedule and coordinate with fiscal support for billing of student accounts through the Bursar’s Accounts Receivable process in Banner.

☐Submit information to the Global Education Office to create your program’s page and launch the online student application based on information submitted in the program proposal. The online application will also contain university requirements including: Undergraduate Honor and Student Conduct Records Release Waiver, Program Liability Agreement, Financial Agreement, Refund/Cancellation Policy, Passport upload, Emergency Contact and Information Release Form, Voluntary Health Disclosure Form, Global Education Financial Aid Form.

☐Schedule information sessions, visit classrooms, attend recruitment fairs to promote your program to students.

☐Prior to admission or directly following, ensure students sign a Payment Agreement Form online acknowledging the payment deadline and terms for the program. (See GEO for Legal-approved Payment Agreement Form template.)

☐Review applications and send acceptance letters to students. Attend Terra Dotta Workshop for Application Management for support using the online platform.

☐Notify students of deposit payment and work with fiscal support to bill student accounts. Send students payment instructions.

☐Contact program providers as necessary regarding services, contract and logistics. Submit contract for review to Tracey Gallagher in Legal prior to signature by College’s Dean or VT’s Vice President for Outreach and International Affairs. (Contract review and signature can take 8-10 weeks, so plan accordingly.)

☐Align financial arrangements. For advance pay, a W 8 BEN-E/W-9 is required to establish a new vendor in HokieMart. (Procedure can take 6 weeks, so plan accordingly.) Invoices should be provided 60 days in advance as standard payment processing is 30-60 days. A signed contract should be on file prior to issuing payment.

☐Confirm final participant roster with the Global Education Office and ensure the participant listing is accurate in GEO’s enrollment management software (Terra Dotta).

☐ Complete Program Leader Pre-Departure Checklist found on the Global Education website under the faculty-led programs page.

**Program Proposal Deadlines:**

Please be aware that internal college approval deadlines vary, but fall 2-4 weeks prior to the GEAC deadline; check with your college’s Global Education Liaison for your college deadline.

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| **Summer Session** | **Fall Semester & Fall Embedded** | **Winter Session** | **Spring Semester & Spring Embedded** |
| September 15 (Priority)October 15 (Final) | September 15 (Priority)October 15 (Final) | February 15 (Priority)March 15 (Final) | February 15 (Priority)March 15 (Final) |