

## Getting Started on a Faculty-Led Study Abroad Program

Thank you for your interest in exploring the possibility of developing and directing a faculty-led study abroad program! The following information was prepared to help potential faculty leaders think through the planning and proposal process. If you don't know much about leading such a program, we encourage you to read the information that follows and to talk with Mr. Jay Ward, Associate Director of the Office of International Programs ([jward@sfsu.edu](mailto:jward@sfsu.edu)/415-338-1121) as well as to colleagues who have directed programs in the past. Proposals are due at least 7 months in advance of your planned departure date, and you will probably need at least a semester (or more) of lead time to prepare. We look forward to working with you during this early phase of your program.

### 1. How And When Do I Submit A Proposal?

The first step in the process is to schedule an **“In-Take Meeting”** with Mr. Jay Ward, Associate Director of the Office of International Programs. Please contact Jay at 415-338-1121 or via email at: [jward@sfsu.edu](mailto:jward@sfsu.edu) to get started.

We also strongly recommend that you read the helpful **“Faculty Leader Information”** on OIP's **Faculty-Led Study Abroad Programs website** at: <http://oip.sfsu.edu/facultyleader>

**Proposal Deadlines:** For programs taking place during winter session, you must submit your completed proposal no later than June 1; for summer session programs, you must submit your completed proposal before November 1; for programs taking place during the spring break, you must submit your completed proposal before September 1; all completed proposals must be received at least 7 months in advance of your scheduled departure date.

**We require that all proposals be submitted to our office at least 7 months in advance of your scheduled departure date because of the lengthy on-campus approval process that is due to the following reasons:**

- Chancellor's Office Executive Orders require the campus President to approve all faculty-lead study abroad programs;
- Before your proposal can be submitted to the President, however, it must be carefully reviewed by several offices including your department chair, dean, Risk Management, CEL CFO/Budget Director (if you decide to run your program through CEL Summer Self-Support), campus legal counsel and finally by the Provost;
- In certain cases, your proposal may also require review and approval by the Chancellor's Office in Long Beach.

Therefore we require summer proposals no later than November 1<sup>st</sup>; winter proposals no later than June 1<sup>st</sup>; and spring proposal no later than September 1<sup>st</sup> so that there will be sufficient time for you to market your course to prospective students as well as to make the necessary arrangements (visas, airline reservations, orientation, etc.) **AFTER** your proposal makes it through the on-campus review and approval process.

## **2. What About Faculty Compensation?**

Faculty may choose to receive their salary and/or obtain reimbursement of their trip-related expenses; however, trips must not run a deficit and must generate sufficient income to cover all program-related expenses and overhead. OIP or CEL do not cover the cost of faculty passports or routine immunizations or first-aid training; any and all faculty expenses to be covered by the program must appear in the program's approved final budget.

## **3. Developing a Budget/Determining Program Costs?**

It is critically important to make sure that all program/operating costs are covered by revenue (tuition) and that you develop a **"Budget Shortfall Plan"** detailing how you intend to compensate for any budget shortfall if the program does not meet minimum enrollment requirements.

## **4. Who Can I Talk to About My Proposal?**

Before you submit a proposal, we highly recommend that you contact Mr. Jay Ward to schedule an In-Take meeting so that we can discuss your ideas.

## **5. Questions?**

Feel free to contact Mr. Jay Ward, Associate Director of the Office of International Programs at 415-338-1121 or via email at: [jward@sfsu.edu](mailto:jward@sfsu.edu)