



INSTRUCTIONS FOR NEW FACULTY-LED PROGRAM PROPOSAL

Center for Global Engagement

The Center for Global Engagement invites Baylor University faculty members to propose new faculty-led study abroad programs. ***The Center for Global Engagement will approve a maximum of three new programs.*** A competitive program proposal will demonstrate a clear need for Baylor, student demand, a well-developed program vision, substantial consideration of health and safety risks, and financial feasibility. Approved programs will be eligible to conduct a site visit in the summer or fall following approval.

Faculty members are eligible to propose and lead a faculty-led study abroad program if they have served in a full-time teaching capacity at Baylor University for at least three years and have the support of their department chair. It is preferred that faculty members have experience in the proposed location(s) *and* with leading study abroad or international travel programs with students. Ideal program proposals will be anchored in one location and intentionally provide opportunities to engage deeply with the host culture through both relationship-building and cultural experiences. It is strongly preferred that faculty members partner with recommended vendors for travel and program logistics. Contact Study Abroad for recommendations specific to your program vision.

Logistically, faculty-led programs are offered in either Summer 1 or Summer 2 for roughly five to six weeks in length. There must be a strong rationale for offering a program outside the Office of the Registrar’s calendar dates for summer terms. Students are expected to take six hours of credit.

Timeline for New Faculty-Led Program Proposal Process

	Summer 2023	Winter 2022-23
Process Step	Dates	Dates
Submit Program Abstract	due January 15, 2022	due September 15, 2022
Abstract Approval*	by March 15, 2022	by November 15, 2022
Submit Full Program Proposal: <ul style="list-style-type: none"> • Risk Assessment • Draft Budget • Online Proposal Questionnaire(s) • Course Information Form(s) • Volunteer Form(s) • Expectations of Program Directors 	due June 1, 2022	due January 15, 2022
Program Approval* (pending final Budget)	by August 1, 2022	By May 1, 2022

**If not approved to continue in proposal process, feedback will be provided, and faculty members will be encouraged to re-submit a proposal for the next application term.*

If you have any questions throughout the proposal process, contact Bo_White@baylor.edu and Jorge_Vielledent@Baylor.edu