

# USF Faculty-led Proposal: Department/College Approval Form

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Name of Program: \_\_\_\_\_

Travel Location(s): \_\_\_\_\_

Travel Dates: \_\_\_\_\_

Name of Faculty Director: \_\_\_\_\_

Name(s) of Additional Faculty/Staff (if applicable):

\_\_\_\_\_  
\_\_\_\_\_

As part of the Program Proposal for Faculty-Led programs, the Education Abroad Office requires that all faculty-led program proposals include support from the departmental chairs and appropriate Dean (or dean's representative). This is required for several reasons:

- USF is striving to emphasize the academic nature of USF's international education opportunities. By requiring approval from the academic unit, we are ensuring first and foremost that programs are of equal academic merit and rigor as those courses offered on-campus. Further, we hope that increasingly, study abroad programming will become an important, and in some cases essential part of USF's degree programs.
- We want to ensure the safety and security of our students, faculty and staff who are participating in a study abroad experience.
- The University cannot achieve its goals of more than doubling the population of students studying abroad without the active engagement by the academic homes of its study abroad programs. Academic units should be actively involved in promoting the benefits of study abroad generally, as well as, its own department/college sponsored study abroad programming to its students.
- Faculty developing these programs are directly furthering the goals of USF's Strategic Plan; they should be recognized by their departments and colleges, as well as by University leadership, for their part in fulfilling a key component of the University's global mission.

**By signing below, Department and College leadership are indicating their support and approval of the study abroad program and its academic goals. Further, by signing below Departments and Colleges are indicating their understanding of the following:**

- 1) The sponsoring department & college may be included in any significant student- or faculty related problems that arise abroad. For example, if a faculty member or designated program leader were to become sick on the program, the Education Abroad Office would call upon the department to help identify alternate staff as needed. In addition, the Education Abroad office consults with the department to help resolve any academic issues with a student, and in some cases health, conduct or emotional problems with student or faculty.

- 2) The responsibilities for a Faculty Director are vastly greater and much more demanding than those of a faculty, staff, or student leader on campus. Directors are often called upon to deal directly with student conflicts, both minor and grave medical and emotional health issues, acts of crime by or against students, binge drinking and other issues. These responsibilities are around the clock. By signing below, the department chair and dean are assuring the Education Abroad office that they believe the designated faculty member is capable of and suited to these sorts of responsibilities.
  
- 3) Certain destinations carry more risk than others, the Education Abroad office will use its resources to assess risk of a potential site, but we believe it to be vitally important for the leadership of the department or college to be aware of, and approve, the locations, scope and activities of the programs offered by its faculty, staff or students with regard to the safety of the participants of this program.
  
- 4) **You are acknowledging that the faculty leader and additional faculty/staff are authorized to participate in this study abroad program. In the event that the additional faculty/staff are not registered within the same department of the faculty leader, it is the responsibility of the faculty leader to make sure that the additional faculty/staff receives confirmation from their Department Chair and Dean.**

<b>Department Chair's Name</b>	<b>Signature</b>	<b>Date</b>
<b>Dean's Name/Dean's Rep. Name</b>	<b>Signature</b>	<b>Date</b>

Directions: Faculty-led Program Proposals cannot be processed without these signatures. Please note that the proposals will be accepted on a first-come first-approved basis. **Proposals received less than 6 months prior to a program's start-date may not be considered.**

If you have any questions, please contact Amanda Maurer: [amaurer@usf.edu](mailto:amaurer@usf.edu). The original signed copy of this form should be submitted to Rene Sanchez / CGS 101 (Patel Center)