

Woody L. Hunt College of Business
Policy: Selection and Oversight of Faculty-Led Programs

Effective Date: February 2026

Responsible Office: Associate Dean's Office

1) Purpose

To establish a transparent, fair, and efficient process to:

- Determine the annual portfolio (number and destinations) of the faculty-led programs.
- Select qualified faculty leaders.
- Ensure alignment with the college's strategic priorities, student demand, academic quality, risk management, and financial responsibility.

2) Scope

This policy applies to undergraduate and graduate faculty-led programs (domestic or international) occurring during the calendar year, including winter, spring break, Maymester, summer, and intersessions.

3) FLP Committee

The FLP Committee will recommend destinations to the Dean. The Dean will ultimately decide on the FLPs, faculty leaders, and staff support members.

Membership (voting):

Chair: Associate Dean for Academic Affairs

- GBC Staff Representative
- Advising Office Representative
- College/University Accounting or Finance Office Representative
- Faculty Member with prior faculty-led program leadership experience

Ex officio (non-voting), as needed:

Office of International Programs (OIP)

Corporate Relations and Legal Contracts, Hunt College of Business

Quorum: Chair + any two voting members.

Conflict of Interest: Members recuse themselves from discussions/votes on programs they propose or will support directly.

4) Annual Timeline

The committee meets to select FLPs for the next calendar year.

February:

- Committee reviews data on student demand, costs, risk, and strategic priorities.
- Decide the number of programs to be offered in the next cycle.
- Select/confirm destinations (faculty recommendations are welcome, but final decisions rest with the committee).
- Committee recommends potential destinations pending cost review.

March:

- Quotes requested from vendors on destinations
- Contracts requested from vendors

April:

- Committee meets to evaluate cost of feasibility of programs.
- Committee recommends the final set of destinations, dates, and costs to the Dean.
- The Dean decides on the destinations for the following year.
- Committee calls for faculty nominations.

May:

- Application deadline for faculty leaders.
- The Committee recommends faculty leaders and staff members to the Dean.
- The Dean selects faculty leaders and staff members.
- The Committee communicates with the selected leaders and staff members.

June:

- Selected leaders confirm their participation and begin coordinating with OIP.

5) Destination Identification

The Committee may recommend destinations (including rationale, academic fit, partner institutions, and preliminary budgets). Committee makes final determinations on destinations based on risk, cost, curricular fit, equity of access, and portfolio balance (e.g., language regions, functional themes, graduate/undergraduate mix).

6) Faculty Eligibility

Minimum eligibility (required):

- Faculty in good standing (per college and university standards).
- Ability to serve as liaison with the Office of International Programs (OIP) and to attend all required meetings/trainings.
- Willingness to complete all administrative requirements (budget, travel documentation, risk protocols, and post-program deliverables).

Preferred qualifications (not strictly required but prioritized):

- Prior experience in the proposed location or established academic/industry contacts there.
- Destination language proficiency (conversational or higher), when relevant to program success.
- Travel authorization readiness (e.g., valid passport, visa eligibility, and timely completion of travel pre-approvals).