

# FACULTY-LED PROGRAM PROPOSAL

Before submitting your program proposal, whether recurring or new, please contact **Dr. Dania Brandford-Calvo**, [dbrandford@utep.edu](mailto:dbrandford@utep.edu) for guidance and administrative assistance.

Application deadlines for all Faculty-Led Programs:

Application deadlines for Winter or Spring Break [Year] programs:	Contact <b>dbrandford@utep.edu</b>
Application deadlines for Maymester and Summer [Year] programs:	
Application deadlines for Summer [Year]:	
<b>U.S. State Department Travel Advisory Level [List your Country]:</b>	<b>List CDC Level</b>

## Procedures

- In general, proposed courses must carry a minimum of three credits requiring a total of 45 contact hours. Review and evaluation will follow a multi-step process.
- The Office of the Provost reserves the right to cancel a program, at any time, due to safety, health issues and/or lack of program structure.

Procedures	Action	Response
<b>Step 1</b>	After reading the Faculty-Led Proposal Submission Guide, contact Dania Brandford-Calvo/DBC through email <a href="mailto:dbrandford@utep.edu">dbrandford@utep.edu</a>	DBC will explain the approval process, forms, and provide information about study abroad scholarships for your students.
<b>Step 2</b>	Submit proposal electronically, complete program questionnaire and upload support documents.	DBC will review provide feedback or request more information if needed.
<b>Step 3</b>	DBC forwards proposal to the Office of the Provost.	Office of the Provost approves or request more information. When working with external partners, the Office of Legal Affairs will also examine collaborative agreements and proposals.



## Preliminary Program Details

Sponsoring Department (1): \_\_\_\_\_ Sponsoring Department (2): \_\_\_\_\_

Program Name: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Location – list city(ies) and country(ies): \_\_\_\_\_

## FLP Director/Staff Information *if more than one director, please add name and other details*

Name of Faculty Director (1): \_\_\_\_\_ Cell Phone Overseas: \_\_\_\_\_

Email: \_\_\_\_\_ Address Overseas: \_\_\_\_\_

Name of Faculty Director (2): \_\_\_\_\_ Cell Phone Overseas: \_\_\_\_\_

Email: \_\_\_\_\_ Address Overseas: \_\_\_\_\_

## Course Information *if more than one course, please add name and details individually*

List Course with an Overseas Section \_\_\_\_\_ Number of Credit Hours: \_\_\_\_\_

Course Description: Must Include the Following:

1. Provide Syllabus - List the objectives, learning outcomes, classroom time, guest lectures, group learning activities, research, etc.
2. Summarize how Educational Program Goals correspond to the UTEP Edge ([utep.edu/edge](http://utep.edu/edge))
3. Provide preliminary itinerary inclusive of cultural activities, field trips/ excursions, service learning, community projects, volunteer time, etc.
4. Provide Faculty Led Proposal – Provost Office Review Form

## Student Profile

Number of Students: \_\_\_\_\_

Undergraduate Only

Graduate Only

Undergraduate & Graduate

1. Will the program be open to students from other universities?  Yes  No
2. Will participation require completion of prerequisite courses?  Yes  No
3. If **Yes** please list prerequisites:

## Accommodations and Transportation

Does this program require students to meet specific physical demands to participate? If yes, please explain.

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1. Student and Faculty Housing (check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Host University Dorms                    | <input type="checkbox"/> Home                  |
| <input type="checkbox"/> Private Apartments                       | <input type="checkbox"/> Commercial Hotels     |
| <input type="checkbox"/> Youth Hostels                            | <input type="checkbox"/> NGO/Research Facility |
| <input type="checkbox"/> Other (feel free to use a separate page) |  |

2. Provide Risk Management Information Page and Travel itinerary (when available). For information regarding traveling with students, visit, [www.utep.edu/travel/student/index.html](http://www.utep.edu/travel/student/index.html)

## Acknowledgment Signatures *if more than one department, please provide corresponding signatures*

**Program Director:**

_____ Signature	_____ Printed Name	_____ Date
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**Co-Director/Secondary Lead:**

_____ Signature	_____ Printed Name	_____ Date
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**Department/Division Head:** *if more than one course, please obtain signatures/email from the corresponding department head/chair*

_____ Signature	_____ Printed Name	_____ Date
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**Department/Division Head:** *if more than one college, please obtain signatures/email from the corresponding deans*

_____ Signature	_____ Printed Name	_____ Date
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**Dean:** *if more than one college, please obtain signature/email from the corresponding deans*

_____ Signature	_____ Printed Name	_____ Date
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## Acknowledgment Signatures *Continued*

**Study Abroad Executive Director:**

\_\_\_\_\_

Signature

**Dania Brandford-Calvo, Ph.D**

Printed Name

\_\_\_\_\_

Date

**Provost Office:**

\_\_\_\_\_

Signature

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Date

# FACULTY-LED PROPOSAL: PROVOST OFFICE REVIEW

## Program Details

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

College: \_\_\_\_\_ Department: \_\_\_\_\_

Primary Liason: \_\_\_\_\_ Secondary Liason: \_\_\_\_\_

Program Location: \_\_\_\_\_ Dates: \_\_\_\_\_

Estimated Number of Students: \_\_\_\_\_

## Course Information

Course Offered: \_\_\_\_\_

- Type of credit that the student will receive:  UTEP credit  Transfer Credit
  - If transfer credit, is it from an accredited university?  Yes  No  Unsure
  - If UTEP credit, Primary Instructor of Record: Denise Pinal
  - If UTEP Credit: Secondary Instructor of Record: N/A
  - Faculty Credentialing:  Yes  No
- Are syllabus and program description included in the proposal?  Yes  No

## Legal Affairs

- Is there a need for an agreement?  Yes  No  Maybe
- If yes, Partner/University name: \_\_\_\_\_

## College/Department/Study Abroad Approvals

Has the proposal been signed by all appropriate authorities? No pending review from UTEP Legal Affairs

- Chair:  Yes  No
- Dean:  Yes  No
- OIP/Study Abroad:  Yes  No

## Recommendations for Approval

- Approved academic content without changes
- Approved academic content with appropriate changes
- Recommend further discussion