



Education Abroad  
UNIVERSITY OF COLORADO BOULDER

## Proposing a Faculty-Led Global Seminar

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Education Abroad (EA) at CU Boulder welcomes your interest in developing a faculty-led global seminar abroad.

We are the first level of support for the operation of education abroad programs at CU Boulder. EA staff have years of experience in the establishment and management of education abroad programs and one of our responsibilities is to help schools/colleges, departments, and faculty to propose new education abroad programs for students.

We look forward to assisting you in this rewarding opportunity.

### **Definition of a Faculty-Led Global Seminar**

A Faculty-Led Global Seminar:

- is taught outside of the United States
- lasts between 10 days and several weeks
- is offered in the summer or between the fall and spring semesters
- involves a CU Boulder faculty member as an instructor
- involves a group of students (typically 10-15) going to the same location for the same time period
- offers, or is part of, a CU Boulder course (or courses) for which students receive CU Boulder credit and which fulfills a CU degree or major requirement
- is sponsored and supported by CU Boulder

### **Steps to propose a new Faculty-Led Global Seminar**

In proposing a new seminar the first step is to meet with the appropriate departmental chair or dean to attain the approval for your seminar concept. The seminar, if approved, will be a university program sponsored by that department, school, or college.

The next step is to meet with Mary Dando, director of Education Abroad (EA), and Sylvie Burnet-Jones, Associate Director of EA and Director of Global Seminars. Please [e-mail Sylvie Burnet-Jones](mailto:Sylvie.Burnet-Jones@Colorado.edu) (Sylvie.Burnet-Jones@Colorado.edu) to set up a meeting.

After the meeting, you will complete a proposal form available on the [Faculty Directors webpage](http://abroad.colorado.edu/?qo=GlobalSeminars) at <http://abroad.colorado.edu/?qo=GlobalSeminars> and return it to EA online by the appropriate deadline. EA will work with you to finalize your proposal and then submit the proposal to the [Study Abroad Committee \(SAC\)](#) for their review.

The SAC, comprised of faculty appointed by the Deans of the Colleges and Schools, governs all the academic programs abroad offered by the Office of International Education. The SAC must approve the proposal. The committee usually meets four times per semester. The course(s) must also be reviewed and approved by the appropriate curriculum committee.

In addition to the completed education abroad proposal form, the proposal also includes:

- a course syllabus (you may use the [course proposal form](#) as a guideline if needed)
- a brief CV
- a letter of support from your academic department

### **Eligibility to propose and direct a Faculty-Led Global Seminar**

The following is the Study Abroad Committee's policy statement on eligibility to direct a faculty-led global seminar:

"Discipline-specific programs shall be proposed and led by University of Colorado Boulder faculty involved in the instructional program. The Study Abroad Committee will consider a proposal for a short-term program only if the proposer holds appointment (including emeriti) as tenured faculty, tenure-track faculty, instructor, or senior instructor. Proposals from others will not be considered. Furthermore, the program must be supervised at the overseas site by a CU Boulder faculty member who shall also serve as the instructor of record for the offered course."

In addition, faculty on sabbatical during the fall and/or spring before the summer of the intended Global Seminar are not eligible to propose a program for that summer as they would not be available to recruit prior to the Global Seminar.

### **Deadlines to submit proposals**

It generally takes 12-18 months before a global seminar can actually begin once the proposal has been approved. Budgeting, logistics, risk management, academic, and administrative reviews are each time-consuming steps.

The following are the deadlines for submitting faculty-led global seminar proposals:

Deadline for summer global seminars: March 1 of the preceding year  
Deadline for winter interim global seminars: January 1 of the preceding year

Proposals for summer global seminars will go to the Study Abroad Committee for review at their March or April meeting. Proposals for winter interim global seminars received by the deadline will go to the Study Abroad Committee for review at their January or February meeting.

**Please note:** it is strongly recommended to submit proposals before the deadlines above: for summer proposals early in the spring semester and for winter proposals during the fall semester, to allow for more time to set up and recruit for the program.

### **Evaluation criteria**

All proposals are evaluated according to:

- the ways in which the global seminar complements existing [education abroad offerings](#) (you can get a complete list following the link above or you may search according to various criteria, including Program Types)
- the ways in which the global seminar complements [existing Global Seminars](#)
- the way in which the subject matter of the course is related to your area of academic expertise
- the ways in which local resources related to the course's academic focus are integrated
- your expertise in the country/culture of the global seminar location
- the ways in which the global seminar enables students to interact with the host culture and nationals
- the support of the academic unit on campus sponsoring the global seminar
- the ways in which the global seminar contributes to departmental, school, or college long-term strategic goals
- whether or not the course has been approved by the appropriate curriculum committee
- the benefits the global seminar provides to CU Boulder students, faculty, and staff
- the soundness of the proposal and the likelihood of its long-term success
- the repeatability of the global seminar (could it be taught by different faculty if need be?)
- the financial risk to CU Boulder's Office of International Education
- the staff support available from the Office of International Education
- health and safety risk factors; note that programs cannot run in countries for which a U.S. Department of State travel warning has been issued: <https://travel.state.gov/content/passports/en/alertswarnings.html>

### **Summary of reviews and approvals needed:**

- Written support from academic department
- Review of the proposal by Education Abroad
- Review and approval of the proposal by the Study Abroad Committee
- Approval of the course by the appropriate curriculum review committee

### **Next Steps**

Upon approval of the proposal by the SAC and approval of the course by the curriculum review committee, you will then work with staff in Education Abroad on logistics, budget, marketing and outreach, housing, health and safety matters, and other necessary tasks.