Program Development Timeline at a Glance

Planning for a faculty-led education abroad program requires 12-16 months of planning and meeting with Education Abroad and Scholar Services prior to the final proposal submission. Detailed information may be found at: https://www.uhcl.edu/academics/education-abroad/faculty-staff-resources.

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<th>Reminder</th>
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<td><strong>1-2 Years</strong>&lt;br&gt;Start generating ideas for the type of education abroad program you would like to lead</td>
<td>□ Review Faculty-Led Study Abroad program proposal at <a href="https://www.uhcl.edu/academics/education-abroad/faculty-staff-resources">https://www.uhcl.edu/academics/education-abroad/faculty-staff-resources</a>&lt;br&gt;□ Contact Education Abroad and Scholar Services (EA&amp;SS) to discuss a possible program&lt;br&gt;□ Consult with your respective College or department on the program proposal</td>
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<td><strong>Program Development &amp; Research</strong>&lt;br&gt;Proposal Deadlines: Spring/Spring Break Session (1.5 years out) – April 1st Fall, Winter Session, and Summer (1.5 years out) – October 31st</td>
<td>□ Research program feasibility&lt;br&gt;□ Conduct a site visit (if applicable)&lt;br&gt;□ Discuss the concept for your program with your department chair and Education Abroad and Scholar Services. Obtain your College and Dean support for permission to offer an education abroad program prior to beginning the proposal phase.&lt;br&gt;□ Discuss your teaching load and compensation options with your College&lt;br&gt;□ Review the Education Abroad website and manuals&lt;br&gt;□ Attend an information session to discuss your concept or schedule a meeting with EA&amp;SS.&lt;br&gt;□ Proposal Workshops: Faculty and lecturers are encouraged to attend a faculty-led program proposal workshop led by EA&amp;SS.&lt;br&gt;□ Review the UHCL Faculty-Led and Program Directors Education Abroad Handbook</td>
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<td><strong>Gather Information</strong>&lt;br&gt;12-16 months before proposal approval</td>
<td>□ Discuss your teaching load and compensation options with your College&lt;br&gt;□ Before submitting a proposal, faculty should be prepared to:&lt;br&gt;   □ Set a meeting with Education Abroad &amp; Scholar Services to review the proposed program, timelines, and steps required for the proposal process. See below for more information.&lt;br&gt;   □ Submit the proposed program itinerary&lt;br&gt;   □ Submit a Budget Sheet&lt;br&gt;□ The Office of Education Abroad and Scholar Services (EA&amp;SS) provides guidance for faculty and their College who desire to initiate, develop and implement an education abroad program built independently by the faculty through their personal contacts. EA&amp;SS oversees the student application and pre-departure portion of programs created and built by the college/faculty. Before completing the proposal phase, faculty should meet with EA&amp;SS to ensure they acquire the appropriate contracts, agreements, insurance, translations, invoices, etc., related to their independently built program. The faculty will submit the documents directly to their College and the contracts office for review and approval.&lt;br&gt;□ Faculty are encouraged to clarify and memorialize their international relationships, contracts, and services that will be utilized for their program. Note: If you have any doubts about contract use, please consult directly with Contract Administration Office regarding which contract would be best suited for your vendor(s). For questions related to contracts for goods and services, please contact Procurement at 281-283-2150 or <a href="mailto:UHCLprocurement@uhcl.edu">UHCLprocurement@uhcl.edu</a>.</td>
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Instructions for seeking approval for international agreements and services pertaining to the faculty-led program are described in detail in the Faculty section. Some of the documents required to be submitted by the faculty include the following:

- Contact the Office of Global Learning and Strategy if the program requires an agreement between UHCL and a foreign institution or entity.
- Foreign National Information Addendum - If a vendor is BOTH an individual and a foreign national, then this form must be submitted with their agreement.
- Documents that require UHCL Contracts/UH System legal review and approval before submitting an education abroad proposal generally include, but are not limited to:
  - UH system legally approved contracts for any vendors/services the faculty-led program will utilize (i.e., housing, classroom space, group flights, site visits, etc.)
  - Contracts where the college/university will submit payments
  - Liability insurance proof and approval by UHCL contracts departments
  - Host institution agreement/MOU with UHCL with the institution(s)
  - Transportation details and any related contracts for carriage
  - Detailed information on any high-risk activities planned on the faculty-led program and approval from UHCL Risk Management (uploaded in the proposal)
  - Cost centers where funds will be transferred to pay vendors
  - Memorandum of Understanding - Agreement between two educational institutions to establish a commitment to a joint academic program, the details of which will be finalized in a future written agreement.

All contracts binding the university or any of its components must be reviewed and approved by the Dean of the College and Contracts. Contracts include hiring independent contractors, private group transportation, vendors abroad, etc.

Since the standard contract agreements are revised periodically based on changes in law or University policy, we strongly recommend that you visit the UHCL contract website each time you enter into a new contract related to services and goods that will be provided for your education abroad program. Using an outdated or otherwise unacceptable document may delay the review of your contract by the contract/procurement office and the education abroad proposal.

Contact Contract Administration regarding questions about forms and the status of contracts pending at 281-283-2150 or UHCLprocurement@uhcl.edu.

12 Months Before the Program Start Date

Program Approval - Finalize Pending Program Details

- Submit Faculty-led Proposal and all corresponding materials by the semester deadline
  - Visit www.ea.uhcl.edu
  - Log in using your UHCL credentials
  - Select 'Faculty/Staff Program Proposal & Resources'
  - Select 'Submit Proposal' by the deadline

- Faculty-led program proposals must be reviewed and approved by the faculty’s department chair and college dean. You must review the Texas Higher Education Coordinating Board standards and ensure your program meets the standards for out-of-country courses at https://reportcenter.highered.texas.gov/agency-publication/blank-forms-templates/standards-for-new-out-of-state-and-out-of-country-courses/. If you have any questions, please contact your Dean.

- The final proposal is submitted to EA&SS online for review and final approval. EA&SS confirms contracts related to the faculty-led program are approved, along with risk management approval and endorsements.
Education Abroad and Scholar Services will review proposals based on affordability, marketability, sustainability, and risk management. During the review process, our office may request a meeting to resolve any questions regarding the proposal. Please ensure all contracts associated with the program have received approval from the College Dean and UH Contracts Administration.

Upon proposal approval:
- Create and submit budget sheet with EA&SS
- Finalize academic components of the program
- Submit program description, videos, marketing materials, etc., with EA&SS
- Promote the program
- Participate in Education Abroad Fairs and programs
- Apply for education abroad funding and grants

### 5-10 Months Before Program Start

**Recruitment Activities & Advising**
- Actively promote the program through various sources – presentations, meetings, information sessions, etc.
- Faculty/Program Director meets with students to discuss course(s) and program details
- EA&SS advises students on the general education abroad process
- Attend a health and risk management workshop facilitated by EA&SS

### 1-3 Months Before Program Start

**Finalize Pending Program Details**
- Attend a Health and Risk Management workshop facilitated by EA&SS
- Schedule pre-departure orientation in conjunction with EA&SS
- Apply for visas (if applicable)
- Review the [faculty-led study abroad handbook](#)

### 30-45 Days Prior to Program Start

- If UHCL property (laptops, PDAs, etc.) is being exported, follow the standard procedures through the Office of Sponsored Programs at [https://www.uhcl.edu/about/administrative-offices/travel/documents/export-controls-and-travel-embargo-form.pdf](https://www.uhcl.edu/about/administrative-offices/travel/documents/export-controls-and-travel-embargo-form.pdf)
- Familiarize yourself with the available on-site medical facilities and services
- Connect with EA&SS to ensure all program information is updated and obtain requested student data/reports

### One Week Prior to Program Start and Arrival

- Meet with EA&SS to ensure program readiness and any updates pertaining to your location.
- Have copies of all contracts, invoices, agreements, etc., pertaining to the program.
- Register with the [US Embassy before departure](#)
- Understand and become familiar with [Zurich Insurance](#) and emergency services
- Ensure students have arrived safely and notify EA&SS of any student who has not arrived
- Conduct an on-site orientation
- Request the students’ in-country contact information (if applicable)
- Ensure student health and safety

Visit [https://www.uhcl.edu/academics/education-abroad/faculty-staff-resources](https://www.uhcl.edu/academics/education-abroad/faculty-staff-resources) for more information.

Questions: [EducationAbroad@uhcl.edu](mailto:EducationAbroad@uhcl.edu)