

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>.

Reminder	Details
<p>1-2 Years</p> <p>Start generating ideas for the type of education abroad program you would like to lead</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Review Faculty-Led Study Abroad program proposal at https://www.uhcl.edu/academics/education-abroad/faculty-staff-resources <input type="checkbox"/> Contact Education Abroad and Scholar Services (EA&SS) to discuss a possible program <input type="checkbox"/> Consult with your respective College or department on the program proposal
<p>Program Development & Research</p> <p>Proposal Deadlines: Spring/Spring Break Session (1.5 years out) – April 1st Fall, Winter Session, and Summer (1.5 years out) – October 31st</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Research program feasibility <input type="checkbox"/> Conduct a site visit (if applicable) <input type="checkbox"/> 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. <input type="checkbox"/> Discuss your teaching load and compensation options with your College <input type="checkbox"/> Review the Education Abroad website and manuals <input type="checkbox"/> Attend an information session to discuss your concept or schedule a meeting with EA&SS. <input type="checkbox"/> Proposal Workshops: Faculty and lecturers are encouraged to attend a faculty-led program proposal workshop led by EA&SS. <input type="checkbox"/> Review the UHCL Faculty-Led and Program Directors Education Abroad Handbook
<p>Gather Information</p> <p>12-16 months before proposal approval</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Discuss your teaching load and compensation options with your College <input type="checkbox"/> Before submitting a proposal, faculty should be prepared to: <ul style="list-style-type: none"> <input type="checkbox"/> Set a meeting with Education Abroad & Scholar Services to review the proposed program, timelines, and steps required for the proposal process. See below for more information. <input type="checkbox"/> Submit the proposed program itinerary <input type="checkbox"/> Submit a Budget Sheet <input type="checkbox"/> The Office of Education Abroad and Scholar Services (EA&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&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&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. <input type="checkbox"/> 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 UHCLprocurement@uhcl.edu.

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	<ul style="list-style-type: none"> <input type="checkbox"/> 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: <ul style="list-style-type: none"> <input type="checkbox"/> Contact the Office of Global Learning and Strategy if the program requires an agreement between UHCL and a foreign institution or entity <input type="checkbox"/> Foreign National Information Addendum - If a vendor is BOTH an individual and a foreign national, then this form must be submitted with their agreement. <input type="checkbox"/> Documents that require UHCL Contracts/UH System legal review and approval before submitting an education abroad proposal generally include, but are not limited to: <ul style="list-style-type: none"> <input type="checkbox"/> 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.) <input type="checkbox"/> Contracts where the college/university will submit payments <input type="checkbox"/> Liability insurance proof and approval by UHCL contracts departments <input type="checkbox"/> Host institution agreement/MOU with UHCL with the institution(s) <input type="checkbox"/> Transportation details and any related contracts for carriage <input type="checkbox"/> Detailed information on any high-risk activities planned on the faculty-led program and approval from UHCL Risk Management (uploaded in the proposal) <input type="checkbox"/> Cost centers where funds will be transferred to pay vendors <input type="checkbox"/> 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 <p>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.).</p> <p>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.</p> <p>Contact Contract Administration regarding questions about forms and the status of contracts pending at 281-283-2150 or UHCLprocurement@uhcl.edu.</p>
<p>12 Months Before the Program Start Date</p> <p>Program Approval - Finalize Pending Program Details</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Submit Faculty-led Proposal and all corresponding materials by the semester deadline <ul style="list-style-type: none"> <input type="checkbox"/> Visit www.ea.uhcl.edu <input type="checkbox"/> Log in using your UHCL credentials <input type="checkbox"/> Select 'Faculty/Staff Program Proposal & Resources <input type="checkbox"/> Select '<i>Submit Proposal</i>' by the deadline <input type="checkbox"/> 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. <input type="checkbox"/> 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.

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	<ul style="list-style-type: none"> <input type="checkbox"/> 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. <input type="checkbox"/> Upon proposal approval: <ul style="list-style-type: none"> <input type="checkbox"/> Create and submit budget sheet with EA&SS <input type="checkbox"/> Finalize academic components of the program <input type="checkbox"/> Submit program description, videos, marketing materials, etc., with EA&SS <input type="checkbox"/> Promote the program <input type="checkbox"/> Participate in Education Abroad Fairs and programs <input type="checkbox"/> Apply for education abroad funding and grants
5-10 Months Before Program Start Recruitment Activities & Advising	<ul style="list-style-type: none"> <input type="checkbox"/> Actively promote the program through various sources – presentations, meetings, information sessions, etc. <input type="checkbox"/> Faculty/Program Director meets with students to discuss course(s) and program details <input type="checkbox"/> EA&SS advises students on the general education abroad process <input type="checkbox"/> Attend a health and risk management workshop facilitated by EA&SS
1-3 Months Before Program Start Finalize Pending Program Details	<ul style="list-style-type: none"> <input type="checkbox"/> Attend a Health and Risk Management workshop facilitated by EA&SS <input type="checkbox"/> Schedule pre-departure orientation in conjunction with EA&SS <input type="checkbox"/> Apply for visas (if applicable) <input type="checkbox"/> Review the faculty-led study abroad handbook
30-45 Days Prior to Program Start	<ul style="list-style-type: none"> <input type="checkbox"/> 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 <input type="checkbox"/> Familiarize yourself with the available on-site medical facilities and services <input type="checkbox"/> 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	<ul style="list-style-type: none"> <input type="checkbox"/> Meet with EA&SS to ensure program readiness and any updates pertaining to your location. <input type="checkbox"/> Have copies of all contracts, invoices, agreements, etc., pertaining to the program. <input type="checkbox"/> Register with the US Embassy before departure <input type="checkbox"/> Understand and become familiar with Zurich Insurance and emergency services <input type="checkbox"/> Ensure students have arrived safely and notify EA&SS of any student who has not arrived <input type="checkbox"/> Conduct an on-site orientation <input type="checkbox"/> Request the students' in-country contact information (if applicable). <input type="checkbox"/> Ensure student health and safety

Visit <https://www.uhcl.edu/academics/education-abroad/faculty-staff-resources> for more information.

Questions: EducationAbroad@uhcl.edu