



REQUEST TO SCHEDULE FACULTY-LED STUDY ABROAD PROGRAM (RTS)

FOR WINTER OR SPRING 2027

APPLICATION REQUEST DEADLINE VIA [QUALTRICS FORM](#): Friday September 26, 2025

APPLICATION SUBMISSION DEADLINE VIA FACULTY PROCESS: Friday October 3, 2025

FOR SUMMER I, II, III OR FALL 2027

APPLICATION REQUEST DEADLINE VIA [QUALTRICS FORM](#) Friday January 30, 2026

APPLICATION SUBMISSION DEADLINE VIA FACULTY PROCESS: Friday February 6, 2026

Please submit your completed application, including a syllabus, in English, from the last time the course was taught, via Faculty Process by the appropriate deadline. The updates to these announcement dates will be based on the Global Engagement Council (GEC) scheduled meetings/planned agenda.

PROGRAM CONSIDERATIONS

Based on current staffing levels, the Arlotto Family Center for Global Engagement (CGE) will be able to offer a maximum of 10 faculty-led or faculty-accompanied programs during Winter, Spring, Summer and Fall 2027. CGE can support a combination of trips including existing programs, up to 2 new short-term programs and up to 2 established faculty-accompanied semester-long programs. Depending on the number of Requests to Schedule previously approved programs and Request for Proposals for new programs that the Global Engagement Council receives, CGE may not be able to support all requests and proposals within a given year. Because the pool of proposals will look different each year, the GEC, who evaluates these proposals, has not set a hard and fast rule for which proposals we will prioritize. Rather, CGE will take into account the following factors:

1. Programs need to garner enough student interest for 12-30 participants. Preference will be given to programs that offer opportunities:
 - a. for increased accessibility of study abroad, with particular emphasis on students with limited economic means and/or under-represented populations.
 - b. to countries or regions where TCNJ has little or no current study abroad programming.
 - c. to students majoring in disciplines in which TCNJ has little or no current study abroad programming.
2. Program schedules will be determined by GEC based on TCNJ's strategic priorities, including:
 - a. Geographical balance, with an aim to offer as many locations to as many majors as possible.
 - b. Diversity of curriculum, with an aim to offer programs to as many college majors as possible.
 - c. Diversity of College Core options, with an aim is to offer programs in as many

- College Core domains as possible.
- d. Financial sustainability of the faculty-led portfolio.

This list of considerations has been abridged because programs eligible to be scheduled have already been approved as programs by the Global Engagement Council. For a full list of considerations, see the [Request for Proposals \(RFP\): Faculty-led & Accompanied Programs](#), under subsections “Program Considerations” and “Faculty Leaders.”

NOTE: Only courses that have been approved by the GEC can be included in a faculty-led trip. Faculty member(s) should consider all courses that could be included in the intentional design of the program. This includes appropriate undergraduate, graduate, and continuing education offerings. **Once a proposal has been approved, additional classes cannot be added without explicit permission of the GEC.**

FACULTY LEADERS

One goal of GEC is to support as much faculty involvement as possible in global engagement programming through the Center for Global Engagement. We welcome seasoned leaders to continue to offer programs, but we also aim to create paths to develop new leadership. As such, we encourage faculty leaders for established programs to facilitate participation of colleagues who are new to TCNJ’s education abroad programming. For example, a pair of established leaders may invite a third leader to observe a program. This observer would not be compensated for teaching the course, but their transportation, room, and board may be covered by CGE. Alternatively, an established program might pair a seasoned faculty leader with a new faculty leader.

Faculty leaders must be teaching on campus in the semester before departure (i.e. not on a sabbatical from the College). The reasons for this are that faculty are most effective at recruiting in person and there is mandatory faculty training that they must attend. In cases of team-taught programs, only one of the proposers needs to be on campus. Faculty are not permitted to be on sabbatical in the semester during which the faculty-led trip is proposed.

PROGRAM CONSIDERATIONS

A. Program Implementation

1. Budget:

- a. The CGE Staff will create a budget based on anticipated program expenses. During budget development, the fee for each student will be set and a target number of students needed to run the program will be determined.
- b. Programs are self-funded and faculty expenses are included in the fees charged per student. Therefore, minimum student enrollment targets must be met in order to run a program.
- c. Additionally, all programs must generate enough surplus that reasonable unexpected expenses can be covered. This amount will be determined by the CGE Staff on an individual trip location basis.

2. Recruitment:

- a. Successful programs have involved faculty engagement in a marketing campaign; primary responsibility for the recruitment of students rests with the Faculty Leader(s). The Center for Global Engagement will work with the faculty to develop a plan to market the program to TCNJ or outside students. CGE is able to create fliers and social media templates to be used in order to market programs. CGE is also able to cross promote information sessions that faculty leaders may be hosting within department or school on social media platforms and other venues where students receive information, i.e. ThisWeek@TCNJ.
- b. Faculty will be asked to provide content for the program's web page and to hold a minimum of two information sessions during the recruiting period.
- c. It is also expected that faculty will engage their faculty colleagues to promote the program to their students, either by in-person classroom visits or by distributing digital or print marketing on Canvas, and on social media.

3. Administration:

- a. The CGE Staff will coordinate communication with program providers and other outside vendors, negotiate contracts with all providers and vendors, prepare bid waivers for the Provost to take to the Board of Trustees, and arrange for payments to be made to all vendors.

4. Flights:

- a. There are no group flights for Faculty-Led or Faculty Accompanied Programs.
- b. It is strongly suggested that Faculty Leader(s) work with TCNJ's approved travel agent to secure flights for themselves. When flights are arranged with the travel agent, the costs for the flights are charged directly to TCNJ.
- c. Refundable flights should be arranged at least 4-6 months in advance of the departure or as soon as the approval to run the program is made.
- d. Faculty will share flight details with students and encourage students to book on the same itinerary.
- e. A more comprehensive guide to travel arrangements and policy can be found at travel.tcnj.edu and will be provided by the CGE staff.

5. Pre-Departure for Students:

- a. The Faculty Leader(s) will meet with students prior to departure at least twice:
 - 1. one session dedicated to logistics and review of materials necessary for successful arrival at the program location.
 - 2. another dedicated to intercultural competence and acculturation to the program location.
- b. The CGE Staff will join the Faculty Leader(s) for the sessions and/or invite students to a separate session for all Education Abroad students.

6. Pre-Departure for Faculty:

- a. Faculty Leader(s) are required to attend a Pre-Departure Orientation conducted by CGE and other campus partners such as Student Health, Inclusive Excellence, General Counsel, etc. Failure to attend the pre-departure meeting may impact whether the program is scheduled in future years.

FACULTY COMPENSATION

1. Instruction:

- a. Faculty teaching Winter or Summer courses are compensated at the current adjunct rate when the program meets the minimum number of students to run.
- b. Faculty teaching experiences embedded into their Fall and Spring courses will not receive additional compensation beyond their regular salaries, unless it is a stand-alone course. Permission must be obtained by a faculty member's Dean prior to submission of a faculty accompanied program request each time.
- c. Faculty co-teaching one course will each receive 1.5 FWH unless total enrollment reaches 30 students (cap of 15 students per instructor).

2. Travel Expenses:

- a. The Faculty Leader(s) are fully responsible for travel and must complete a Travel Request in Concur when the decision to run a program is communicated by CGE. A travel request/expense report instruction sheet outlining allowable amounts, categories, and chart of accounts for each trip will be provided at this time. Please consult the CGE Staff in the Center for Global Engagement with questions.
- b. Expenses normally covered by CGE:
 - i. Airfare: economy, round trip from an area airport. Please review TCNJ's travel policy for more details.
 - ii. Ground transportation to and from airports/points of departure
 - iii. Meal Allowance: A standard rate of \$60 a day will be used
 - 1. Note: no per-diem will be provided for semester-long programs
 - iv. Housing: single room occupancy for each Faculty Leader
 - v. Transportation and admission to all program-related activities, if not covered by the program provider
 - vi. Travel insurance for routine and emergency medical treatments, as well as disaster and political evacuation, if not covered by the program provider
 - vii. Additional money for contingencies in an amount determined in consultation with the CGE Staff.
 - viii. Expenses must be program-specific and do not include non-emergency items for students

Within two weeks of the program conclusion, Faculty must complete an Expense Report and submit their itemized receipts via Concur. No reimbursements will be made until an expense report is approved and processed. Please consult the travel expenses instruction sheet for details on submitting your report or work with the CGE Staff should

any questions arise.

TRAVEL COMPANION POLICY

1. Any Faculty Leader or Chaperone must lead the program with the full and complete understanding that their leadership role duties take precedence over their obligations to any travel companions.
2. Any Chaperone accompanying the trip a co-leader must complete a [Volunteer Appointment Application and Form](#) which should be returned to CGE who will share with HR.
3. Minor children must be accompanied by an adult caretaker who is neither the Faculty Leader(s) nor the chaperone. *No students should ever be asked or expected to supervise a minor child, even in the event of an emergency.*
4. Travel companions may accompany the group on excursions and other program-related activities as accommodations allow.
5. The TCNJ employee bears full personal and financial responsibility for any additional costs incurred on behalf of any travel companion.
 - a. These costs include but are not limited to travel, accommodations, insurance, food, program provider fees, local transportation, and admissions to sites.
6. Faculty must make their own travel and accommodation arrangements for travel companions.
7. TCNJ should not be invoiced for companion expenses and reserves the right to pass these expenses on to the traveler.

In order to submit a proposal, you will first need to open a case in the Faculty Process system. What follows is the information that must be included in the application found within Faculty Process.

PROGRAM INFORMATION

PROGRAM TITLE: _____

PROGRAM LOCATION(S): _____

COURSE TITLE(S): _____

COURSE PREFIXES and NUMBERS: _____

(Note: if a course previously ran with a Special Topics number, it must be approved by the relevant school curriculum committee before it can run again):

COLLEGE CORE ATTRIBUTES OF EACH COURSE: _____

REQUESTED PROGRAM TERM: _____

ANTICIPATED PROGRAM LENGTH (number of days; please keep student cost in mind): _____

EXPECTED DATES: _____

COOPERATING INSTITUTIONS OR ORGANIZATIONS (such as a Program Provider or foreign university or other on-site organization in the host country/countries, if known):

When was the program originally approved? _____

When did the program run previously and what were the enrollments?

Will there be changes in the locations where the program will run? If so, what are they?

(Note: New locations may need to be approved by the Risk Mitigation & Crisis Management Team)

Will there be changes in the learning goals or learning activities (e.g. including community-engaged learning or other activities designed to engage the local population)? If so, what are they?

(Note: New activities may need to be approved by the Risk Mitigation & Crisis Management Team)

Will there be changes in the intended audience of the program (e.g. addition of graduate students and corresponding class)? If so, what are they?

(Note: Changes to previously approved programs may need to be approved by the Risk Mitigation & Crisis Management Team)

In our effort to understand the various ways faculty are integrating intercultural learning into their programs, please share some strategies you use to promote intercultural understanding and student reflection on their experiences. A list of global engagement outcomes which may be useful as a reference in guiding student reflection are included as an appendix to this document.

Please provide a tentative itinerary for your program and show how the proposed activities will support the learning goals. You may choose to use an organizer like the example below, or something similar.

Course Sessions/Assignments	Activities/Excursions	Learning Goals/Global Outcomes*

*See Appendix: Global Engagement Outcomes

If you are proposing to lead two programs within a single academic year, please indicate which program you would prefer we prioritize in our slate of programs for the 2026-2027 academic year.

FACULTY LEADER INFORMATION

If there is a new leader or chaperone please attach a resume for this new leader or chaperone. **(Note:** New faculty leaders and chaperones need to be approved by the Global Engagement Council.) For semester-length programs with a Study Center partner, only one leader is required.

Faculty Leader 1 Name: _____

Telephone: _____

Email: _____

Academic Department: _____

Faculty Leader 2 Name: _____

Telephone: _____

Email: _____

Academic Department: _____

Chaperone Name: _____

Telephone: _____

Email: _____

TCNJ Unit: _____

Have the Faculty Leader(s) or Chaperones led this program when it ran previously? If not, which faculty member led the program? _____

PROGRAM MARKETING AND RECRUITMENT

Note: It is the responsibility of the program leader(s) to promote the program with guidance and support from the Center for Global Engagement.

Which students do you envision taking this course?

Are there any prerequisite courses for this program? If so, what are they?

Which majors, minors, and other student groups do you intend to target while marketing this program?

What challenges do you expect in recruiting for this program?

How do you plan to overcome those challenges?

What approach do you envision for advancing diversity, equity and inclusion as you recruit for this course?

Provide a brief summary of the program and/or course that can be used for the web site and other marketing materials. Include the academic topic, the location(s), excursions, cultural activities, and other highlights of the program (Summaries used in previous years can be modified and re-used).

APPROVALS

Evidence (e.g., email) that the chair and dean of each faculty leader approve of this proposal must be submitted to Faculty Process as part of the application materials.

This evidence is required for Fall and Spring programs, but optional for Winter and Summer programs.

To be completed by the Global Engagement Council:

Approved _____ Revise with conditions listed below _____ Not Approved _____

Chair, Global Engagement Council

Date

To be completed by the Global Engagement Council:

Approved _____ Revise with conditions listed below _____ Not Approved _____

Chair, Global Engagement Council

Date

APPENDIX: GLOBAL ENGAGEMENT OUTCOMES

These outcomes were developed for the Center for Global Engagement by a working group consisting of broad representation of faculty and staff across the campus. The outcomes pertain to the study abroad experience. They are not discipline-specific knowledge learning outcomes, and they are not Liberal Learning Global outcomes. These outcomes were updated, reviewed and approved by the Global Engagement Council March 20, 2024.

Cognition

1. Examine the historical and contemporary roles, interconnections, and differential effects of human organizations and actions on global systems within the human and the natural world.
2. Connect two or more cultures historically or in contemporary contexts, acknowledging power structures.
3. Demonstrate knowledge of how structural oppression -- including racism, sexism and classism -- shape inequity within the United States and globally.

Introspection / Attitudes

4. Recognize new perspectives about your own cultural identity as a foundation for cross-cultural perspective-taking (i.e., the ability to look beyond one's own culturally determined point of view in order to imagine another's perspective).
5. Recognize linguistic and cultural differences in verbal-nonverbal communications and begin to negotiate a shared understanding based on those differences.
6. Demonstrate respectful interaction with people of varied cultures and worldviews.

Application / Behavior / Practice

7. Practice dialogue across differences -- including conversations about power, racism, and anti-racism -- and demonstrate the ability to manage conflict productively.
8. Demonstrate language proficiency and/or cultural understanding of a language community that is not one's own.
9. Demonstrate the ability to produce solutions that meet specified needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors.