



FACULTY-LED PROGRAM DEVELOPMENT TIMELINE 2027

Month	Phase	Faculty Activities	Events
Sept. 15	Pre-proposal	Faculty proposal portal opens; research possible program ideas	Plan to attend an Ed Abroad 101 workshop and read materials on Ed Abroad website for faculty .
Sept. 26, 2025	Pre-proposal	Attend Ed Abroad 101 workshop	Ed Abroad 101 workshop for faculty: 10:00 a.m. - 12:00 p.m., Cascade, TH 112
Fall	Pre-Proposal	Meet w/ faculty mentor and Education Abroad Office) EAO	Discuss & develop program proposal plans with your leadership team and Ed Abroad support
January (Date TBD)	Proposal Due	Finalize all materials in the EAO electronic proposal system	Deadline to submit proposals for faculty-led programs; be sure FDC & Program Dean have completed approval via Google form
Winter-Spring	Provider RFP	Work with faculty mentor, EAO and study abroad provider on securing a study abroad provider proposal	Conference calls with EAO and study abroad provider organizations (Timeline will vary depending on provider/location of proposed program)
March	EARC Questions	Complete & submit responses to EARC questions	EARC questions give proposing faculty a chance to share more detailed program plans as a follow-up to initial proposal in preparation for EARC interview.
April	EARC interview	Meet with EARC and discuss proposed program	EARC discussions with faculty (Includes student-facing marketing presentation for new faculty & reflective program update presentation for repeat faculty)

May	EARC Recommendation	Receive letter notifying you of proposal status from EARC and program feedback notes	Following EARC proposal discussions, the committee will decide on courses to include in the 2026 Ed Abroad portfolio of programs and course proposals that need more development or that have to wait for a future year due to program capacity.
Late May-Early June	Faculty Cohort Meeting	Attend Faculty Leader Workshop #1 and begin to think about marketing & recruiting plans for program.	Faculty Leader Workshop #1: Initial 2026 faculty cohort meeting to discuss marketing & recruitment and next steps.
June	Program Approval by College President & Academic Leadership (VPAA, AVP/ACP, TLCI Dean)	Meet with EAO/provider once program is approved to discuss program development and itinerary details	
September	Recruiting	Marketing program	Faculty Leader Workshop #2: Continue recruiting strategies and outreach. Conversation about scholarships, application process and partnering with Ed Abroad office on important student processes and information.
September 2026 -February 2027	Recruiting	Marketing program which includes classroom visits across the district, information meetings, follow up emails and the like	February 15, 2026 Ed Abroad app. deadline February 22, 2026 Deposit due date
December, 2026	Recruiting	Marketing Program	Faculty Leader Workshop #3: Final outreach strategies, enrollment targets and Next steps as deadlines approach.
March, 2027	Pre-Departure	Student Retention meetings, preparation and Group development	Faculty Leader Workshop #4: Pre-Departure Next Steps & Building Group Dynamics. Student Services, Health Safety, Risk before departure and while on -site.
April, 2027	Pre-Departure	Student Retention meetings, preparation and Group development	Required Pre-Departure Orientation for Students
May-June, 2027	Pre-Departure	Student Retention meetings, preparation and Group development	
July-Sept, 2027	Programs Underway	Lead Programs!	

Acronym Key:

EAO = Education Abroad Office

EARC = Education Abroad Review Committee

Ed Abroad Office

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