

FACULTY-LED PROGRAM DEVELOPMENT TIMELINE 2028

Month	Phase	Faculty Activities	Events
Sept. 2026	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. 25, 2026	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 19, 2027	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 - Due March 5, 2027	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 - April 9th or 16th, 2027	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	Following EARC proposal discussions, the committee will decide on courses to include in

		program feedback notes	the 2028 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	Ed Abroad 102 and Faculty Cohort Meeting	Attend EA 102 and Faculty Leader Workshop #1 and begin to think about marketing & recruiting plans for the program.	**Faculty Leader Workshop #1:** Initial 2028 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 2027 -February 2028	Recruiting	Marketing program which includes classroom visits across the district, information meetings, follow up emails and the like	February 15, 2028 Ed Abroad app. deadline February 22, 2028 Deposit due date
December, 2028	Recruiting	Marketing Program	**Faculty Leader Workshop #3:** Final outreach strategies, enrollment targets and Next steps as deadlines approach.
March, 2028	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 through June, 2028	Pre-Departure	Student Retention meetings, preparation and Group development	**Required Pre-Departure Orientation for Students**
July-Sept, 2028	Programs Underway	Lead Programs!	

Acronym Key:
EAO = Education Abroad Office
EARC = Education Abroad Review Committee

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