

SUBMITTING A FACULTY-LED PROPOSAL

If you have any questions about submitting a faculty-led proposal, please reach out to Kathy Jicinsky, Assistant Director of Study Abroad for Faculty-led Programs, at kathy.jicinsky@winona.edu.

TIPS & SUGGESTIONS

- Start and submit your proposal early. The deadline for Department Chair(s) approval is also January 15! In order for your proposal to be complete, you must submit all of the required information and the Department Chair(s) approval must be received. Proposals that are incomplete at the end of the day on January 15 will not be forwarded for approval.
 - Save your information frequently as sometimes the system times out. The “Save” button is located at the bottom of each section. It also might be helpful to type your information in a Word Document and then copy and paste it into the application system. That way, you have the information in case the system unexpectedly times out.
 - Enlarge the text boxes (by dragging lower right corner) so it is easier to view, enter, and read the text.
 - The [Faculty Handbook](#) is a helpful resource. It includes a summary explanation of the proposal requirements.
 - Part 2 of the proposal requires you to upload files. The file templates can be found online to download and edit:
 - [Course Information Template](#)
 - [Draft Program Itinerary Template](#)
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FREQUENTLY ASKED QUESTIONS

Q: What is the review and approval process?

A: This is a 8-step process with each approval leading to the next step.

1. Department Chair(s) review and make decision on approval (Deadline is January 15)
2. Dean(s) reviews and makes decision on approval (January 16-February 1)
3. Faculty-led Study Away Programs Subcommittee (FLPS) members review and make decision on approval (February – March)
4. A2C2 reviews and makes decision on approval (March – April)
5. Faculty Senate reviews and makes decision on approval (March – April)
NOTE: After Faculty Senate approval, applications for the faculty-led program can launch.
6. Meet and Confer reviews and makes decision on approval (March – April)
7. Associate Provost/Provost reviews and makes decision on approval (April – May)
8. President Olson reviews and makes decision on approval (for international destinations) (April – May)

Q: If the proposal submission deadline is January 15, what is the deadline for my Department Chair to approve?

A: January 15 is also their deadline to approve. We recommend faculty complete their proposal information well in

advance of the deadline to build in enough time for the Study Abroad office to email the proposal to the Department Chair(s) for their review and decision on approval.

Q: Do I send the proposal information to my Department Chair for their review and decision on approval?

A: No, Study Abroad staff will send the Department Chair(s) required to review and make approval decisions the proposal. This will be done within 1-3 business days of when the faculty leader completes all proposal requirements.

Q: What about Dean approval?

A: The Deans will review all faculty-led proposals submitted from their College January 16-February 1. Study Abroad staff will share the complete proposals (including Department Chair approval(s)) with the Dean(s) on January 16. After Dean(s) approval, the proposal will be reviewed by the Faculty-led Study Away Programs Subcommittee (FLPS) in February or March.

Q: I'm submitting a proposal with a colleague from another department. Do we need both Department Chairs to provide approval?

A: Yes. Add both Department Chair names when you request Department Chair Approvals. In the case the departments come from different Colleges, both Deans will also need to approve, as well.

Q: Do I have to complete all of the required proposal components at once?

A: No. You can complete individual sections at a time. However, all components and Department Chair approval(s) must be submitted by January 15.

Q: I'm proposing a program with two faculty leaders. How can my co-leader view and access the proposal information for review and feedback since it is linked to my personal log-in information?

A: Contact Kathy Jicinsky (Kathy.jicinsky@winona.edu) for assistance.

Q: How will I know when my proposal application is complete?

A: Your application is complete when:

- All of the proposal components in the table below are completed and there's a check box next to each one
- You've entered a name(s) for Department Chair approval(s)
- The Department Chair(s) approval form(s) are submitted

NOTE: After the Department Chair(s) submit the electronic approval form(s), the box(es) checking them as received will be automatically updated in your account

If you have any questions about the status of your application, contact Kathy Jicinsky (Kathy.jicinsky@winona.edu).

Q: What if I want to change information in part of the application after I submit that section?

A: Email Kathy Jicinsky (Kathy.jicinsky@winona.edu) and she can reset the section so you're able to redo it.

PLEASE NOTE: Resetting the section will delete all the information in that particular questionnaire. We suggest saving your content in a Word Document prior to the reset so you don't have to re-type everything.

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INSTRUCTIONS

1. Open a browser and navigate to the faculty-led proposal application page:
http://studyaway.winona.edu/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=40047
2. Review the information under Program Description and click “Apply Now.”
3. When prompted to log in, select “I have a username and password.” Use your starID@winona.edu and password.
4. Select the appropriate term for your proposed faculty-led course. This will take you to your account home page (screenshot below).

The screenshot shows the top of the application page with a purple header bar containing the text "Faculty-Led Course Proposal - Summer, 2022". Below the header is a navigation bar with a "Requirements" link and a red notification bubble with the number "10". The main content area features a circular globe icon on the right and a purple "Get Started!" button below it. On the left side, under the heading "Online application", there is a list of application steps, each preceded by a document icon:

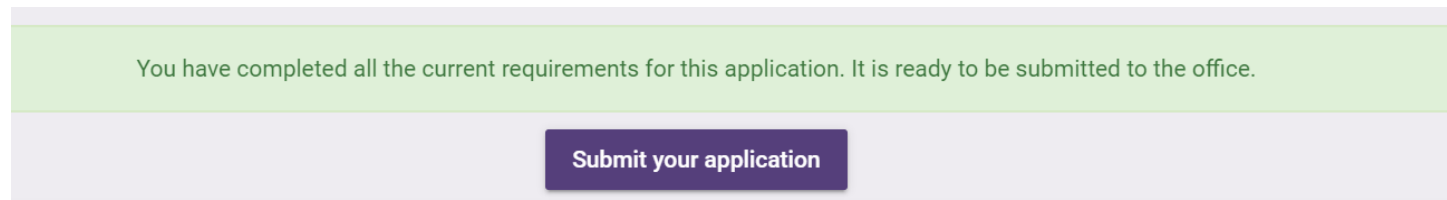
- Department Chair Approval recommendation required
- Proposal Part 1: Program General Information
- Proposal Part 2: Course Information & Program Itinerary
- Proposal Part 3: Recruitment & Intended Audience
- Proposal Part 4: Faculty Leader(s) Information
- Proposal Part 5: Program Logistics
- Proposal Part 6: Health and Safety
- Proposal: Confirmation of Materials Reviewed
- Proposal: Helpful faculty-led program resources (OneDrive)
- Proposal: Negative Program Budget Balance

- Begin completing the proposal components by either selecting “Get Started!” or by clicking on the name of an application component. You can save your work as you go along. Selecting “Done” after each section will submit that section and it will be marked as completed by a green checkmark.

NOTE: You need to complete or review the proposal components with enough time before the January 15 deadline for the Department Chair(s) to review and approve the proposal. The Department Chair(s) approval deadline is January 15. The Dean(s) will review the proposal January 15-February 1.

Title of Proposal Component
1. Proposal Part 1: Program General Information
2. Proposal Part 2: Course Information & Program Itinerary
3. Proposal Part 3: Recruitment & Intended Audience
4. Proposal Part 4: Faculty Leader(s) Information
5. Proposal Part 5: Program Logistics
6. Proposal Part 6: Health and Safety
7. Proposal: Confirmation of Materials Reviewed <i>NOTE: You do not complete anything for this requirement. You electronically sign that you’ve reviewed this information.</i>
8. Proposal: Helpful faculty-led program resources (OneDrive) <i>NOTE: You do not complete anything for this requirement. You electronically sign that you’ve reviewed this information.</i>
9. Proposal: Negative Program Budget Balance <i>NOTE: You do not complete anything for this requirement. You electronically sign that you’ve reviewed this information.</i>
10. List name(s) of Department Chair(s) who need to approve Search for your Department Chair’s name via the Directory Lookup. Then, select “send request.” <i>NOTE: You are not required to enter any information in the “course information” or “additional information” boxes.</i>

- After you complete all components above, click the “Submit your application” button.



This will trigger the Study Abroad staff to email the proposal information to the Department Chair(s) for review and a decision on approval. As a reminder, the Department Chair(s) approval deadline is January 15.

- Recommendations: Your proposal will not be considered complete until the Department Chair(s) read the Proposal Parts 1-6 and give their approval(s). After you submit your proposal application, within 1-3 business days Study Abroad staff will email the proposal information to the Department Chair(s) identified in the recommendations box. After the Department Chair(s) submit their electronic approval forms, the boxes checking them as received will be automatically updated in your account.
- NOTE: The Study Abroad Office will email the Deans the complete proposals on January 16. The Dean(s) will review and submit approval decisions January 16-February 1. This allows the Deans to review all proposals submitted in their College for the academic year and make decisions on approved programs.
- The Faculty-led Study Away Programs Subcommittee (FLPS) will review proposals approved by Department Chair(s) and Dean(s) in February and March.