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**REQUEST FOR PROPOSALS (RFP)**

**Short-Term Faculty-Led Study Abroad Experiences**

**New Programs for 2019**

**APPLICATION DEADLINE FOR NEW PROGRAMS FOR WINTER SESSION OR SPRING BREAK 2019: DECEMBER 15, 2017 (deadline will be earlier next year)**

**APPLICATION DEADLINE FOR NEW PROGRAMS FOR SUMMER SESSIONS I, II, III, FALL BREAK OR THANKSGIVING BREAK 2019: FEBRUARY 28, 2018**

**SHORT-TERM FACULTY LED PROGRAM DESCRIPTION**

The Center for Global Engagement promotes and supports international education opportunities for faculty and students by administering well-designed and academically rigorous short-term faculty-led study abroad programs in many locations worldwide. Faculty, working collaboratively with the Center for Global Engagement, choose location, courses, and program-related activities.

Leading a short-term study abroad program provides an excellent opportunity to integrate experiential learning into course content by visiting local sites and utilizing local expertise. Whether at a world-renowned heritage site or exploring the streets of a city, lessons and illustrations are everywhere. Absorbing the context and background has a profound effect on how students understand the subject matter of the course. In addition to teaching the content of the course, however, faculty leaders on short-term programs also have the responsibility of mentoring students in a new environment, helping them to balance their personal adventures with their course responsibilities, and providing them with opportunities for processing and reflecting upon their experiences.

The College of New Jersey Center for Global Engagement facilitates the development of short-term, faculty-led study abroad programs that complement the campus curriculum and meet the strategic objectives of the college, schools, and departments. These programs are faculty-initiated and faculty-led opportunities that allow TCNJ faculty to teach TCNJ courses abroad. Study abroad is often a milestone in a student’s college career, and TCNJ relies on the participation of faculty to add cultural depth and meaning to the academic experience for students. TCNJ Short-Term Faculty-Led Programs are administered by the Center for Global Engagement in partnership with faculty, schools and departments, program providers, and host universities abroad.

The College of New Jersey encourages faculty to develop short-term study abroad programs to help students gain cultural competencies and work toward a sense of global citizenship in the 21st century. Short-term programs may be free-standing courses that make up part of a formal term (e.g. Winter or Summer Sessions) or off-campus trips that are embedded into Fall or Spring semester courses that meet regularly on campus.

The Center for Global Engagement has developed standardized guidelines for program development. Faculty seeking to lead a short-term study abroad program will work together with their departments, their school-level curriculum committees, the Liberal Learning Council (if desired), and the TCNJ Center for Global Engagement in order to develop a new program. New programs must be approved by the Global Engagement Council. GEC will seek input from the Crisis and Risk Management Working Group when considering a new program.

**PROGRAM CONSIDERATIONS**

1. Programs need to have the potential to garner enough student interest for 10-24 participants (numbers of students required will vary according to the program’s objectives and expenses).
2. Programs must be carefully planned, academically sound, and able to be priced to be attractive to TCNJ students.
3. Programs must be supported on the ground by approved providers. Providers new to TCNJ must be vetted by the Crisis and Risk Management Working Group and approved by GEC.
4. Courses must be approved by the appropriate schools and departments and the Liberal Learning Council if a Liberal Learning designation is desired.
5. Preference will be given to programs that offer opportunities:
   1. in countries or regions in which TCNJ has little or no current study abroad programming,
   2. to students majoring in disciplines in which TCNJ has little or no current study abroad programming.
   3. for increasing the accessibility of study abroad, with particular emphasis on students of limited economic means and/or under-represented populations.
6. Program schedules will be determined by CGE and GEC based on TCNJ’s strategic priorities, the need to avoid too many choices in one location or too many offerings in one major or liberal learning domain at one time, the likelihood of recruiting enough students for the proposed program at the proposed time, and the possibility of curriculum initiatives requiring certain programs to be offered at certain times. Faculty-leaders’ preferences will be considered, but cannot be guaranteed.

**FACULTY LEADERS**

1. Proposals must be submitted by full-time tenured or tenure-track faculty who have been at TCNJ for at least a year.[[1]](#footnote-1)
2. Proposals must come from faculty who have experience and/or expertise in the proposed location.[[2]](#footnote-2) If a faculty member wants to propose a program in an unfamiliar location, the Center for Global Engagement maybe able to support preliminary travel to vet that location.
3. Faculty leaders must be teaching on campus in the semester before departure, or otherwise demonstrate the ability to be available to recruit students effectively.
4. Faculty incorporating an Education Abroad experience into a Fall or Spring semester course must have the approval of their department chair and the dean of their school. It is recommended that faculty teaching Winter or Summer courses have the support of their department chair and the dean of their school.
5. Number of Faculty Leaders

* Programs will normally have two leaders, either two faculty who are team-teaching, or one faculty and one approved chaperone. Non-TCNJ employees who want to serve as chaperones must be approved by GEC.
* A single faculty leader who desires to lead a program without a chaperone may be approved if there is a coordinator included by the program provider or institution.
* In exceptional circumstances, programs may have 3 Faculty Leaders, but, as this puts a real strain on the budget, it is normally not viable to propose this.

**PROGRAM PROVIDERS AND HOST UNIVERSITIES**

The best practice in the field of international education is to employ the services of a professional program provider organization or to collaborate with a local host university. There are a number of well-established and trusted organizations and institutions that fulfill this function. Use of a program provider is desirable because of the following three key concerns:

1. All program logistics and costs are combined in a single contract, reducing the need to create individual contracts for each required service (accommodations, transportation, etc.). It also eliminates the need to select and vet multiple companies for each individual service, and it eliminates the need for Faculty Leaders to collect receipts or otherwise serve as a go-between in financial matters.
2. It reduces the logistical burden on the Faculty Leaders while in the field, particularly since most program providers include on-site support throughout the program period, leaving Faculty Leaders freer to focus on the curriculum, student life matters, and the intercultural engagement mission.
3. It significantly mitigates the liability of both the institution and the Faculty Leaders, as much of the program’s liability burden is transferred to the program provider.

The Coordinator of Short-Term Faculty-Led Programs in the Center for Global Engagement will provide support and assistance in locating an appropriate program provider for new programs.

**Expectations of a program provider**

* Strong network of resources including but not limited to:
* student and faculty housing
* transportation
* student and faculty services
* academic services
* Familiarity with local customs and culture
* Health and safety planning/implementation
* Assumption of legal liability
* Agreements/contracts in English
* Flexibility and accessibility

**Services typically arranged by a program provider**

* Local transportation, including airport pick-up and drop-off for group flights
* Accommodations for faculty and students
* Facilities (classrooms, labs, studios)
* 24/7 emergency plan and assistance
* Arrangements for all excursions and cultural activities
* Local staff on the ground

**PROCEDURES: APPLYING FOR A NEW SHORT-TERM FACULTY LED PROGRAM**

1. Course and Program Development
2. Faculty member(s) should consult with both the department chair and the Coordinator of Faculty-Led Programs in the Center for Global Engagement before developing a proposal in order to determine whether the proposed program will fit with TCNJ’s strategic goals, the faculty member has the necessary expertise and experience to lead the proposed program, and is likely to garner enough student interest to run.
3. Programs containing new courses will need to participate in the appropriate course approval process in the Faculty member’s school. If a Liberal Learning designation is being sought, the LLC will also need to approve. Normally, the course approval process will be completed before submitting the program proposal to CGE, but in exceptional circumstances, the approval process for both may proceed simultaneously.
4. The Coordinator of Faculty-Led Programs in the Center for Global Engagement will provide guidance throughout the development process where appropriate.
5. Proposal
6. Proposals for Winter and Spring 2019 should be submitted to cge@tcnj.edu by 11:59pm on **DECEMBER 15, 2017**, and proposals for Summer and Fall 2019 should be submitted to cge@tcnj.edu by 11:59pm on **FEBRUARY 28, 2018.**
7. Components of a Proposal

* Completed Proposal Form
* Course Approval Packet (including signed Course Approval Form and Tentative Syllabus with Course Schedule and Program Itinerary). **Note:** The course must have gone through the course approval process. It cannot be a Special Topics course, although it can be an existing course adapted to a study abroad experience, if appropriate.

1. Program Approval
2. The Coordinator of Faculty-Led Programs in the Center for Global Engagement will share the completed proposal with GEC and with the Crisis and Risk Management Working Group.
3. The Crisis and Risk Management Working Group will assess the risks involved with the program and provide a report and recommendation to GEC. During the risk assessment process, the working group may request further information from the Faculty Leader(s), which may be submitted to them either by email or in person at one of their meetings.
4. The Chair of GEC will arrange with the prospective Faculty Leader(s) to present the proposal to the GEC at one of its regular meetings (1st & 3rd Wednesdays of each month from 1:30-2:50pm).
5. After the Faculty Leader(s)’ presentation, GEC will either 1) approve the proposal, 2) provide the faculty with feedback and the opportunity to revise and resubmit, or 3) reject the proposal (Please note that program approval does not guarantee that the program will be scheduled for the next cycle. See p. 2 **PROGRAM CONSIDERATIONS**, n. 6).
6. Program Implementation
7. *Budget*: The Coordinator of Short-Term Faculty-Led Programs in the Center for Global Engagement will create a budget and share it with the Faculty Leader(s). 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. Programs are self-funded and faculty expenses are folded into the fees charged per student, so minimum targets must be met in order to run a program. In addition, all programs need to generate enough surplus that reasonable unexpected expenses can be covered.
8. *Recruitment:* 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 students (and outside students if desired). CGE will create marketing materials and provide other support, but normally, faculty will do most of the recruiting. Faculty will be asked to provide content for the program’s web page and to hold a minimum of two Info Sessions during the recruiting period. 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. Faculty also need to ensure their departments are highlighting their programs on social media.
9. *Administration*: The Coordinator of Faculty-Led Programs in the Center for Global Engagement 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.
10. *Group Flights*: The Faculty Leader(s) have the option of working with TCNJ’s approved travel agent to secure group flights for the students or individual flights for themselves. The Coordinator of Short-Term Faculty-Led Programs in the Center for Global Engagement will provide guidance on this process if desired. Normally, group flights will be arranged at least 4-6 months in advance of the departure.
11. *Pre-Departure*: The Faculty Leader(s) will meet with students prior to departure to review materials necessary for a successful arrival at the program location, and all students will participate in Pre-Departure orientation conducted by the Faculty Leader(s) following the guidelines provided by CGE.
12. Program Assessment
13. Students are required to submit Program Evaluation Forms.
14. Faculty are required to submit a Program Evaluation and to meet for a debriefing with the Coordinator of Faculty-Led Programs in the Center for Global Engagement upon their return.
15. All programs will be reviewed by CGE and GEC once they have run 3-5 times.

**FACULTY COMPENSATION**

1. *Instruction:* Faculty teaching Winter or Summer courses are compensated at the current adjunct rate. Faculty teaching experiences embedded into their Fall and Spring courses will not receive additional compensation beyond their regular salaries.
2. *Travel Expenses*: Faculty must complete a Travel Request Form at least one month before departure. The form should specify all anticipated expenses. Chartfield and routing information will be provided by CGE.

**Expenses normally covered by CGE:**

* Airfare: economy, round trip from an area airport
* Travel to and from airports/points of departure
* Meal Allowance: During the budget development process, the decision of whether Faculty Leaders will claim the standard meal allowance, or use US Federal Reimbursement Guidelines will be determined. Only one of these options can be used per trip, and, in order to provide accurate budgeting, the decision of which to use must be made in advance.

--Advantages of the using the standard meal allowance are that no receipts are required, and typically it will cause less strain on the program budget and allow greater flexibility in the minimum number of students needed for a trip to run. Disadvantages are that typically the faculty will get less reimbursement.

--Advantages of using the US Federal Reimbursement Guidelines are that typically the faculty will receive higher rates of reimbursement. Disadvantages are that faculty will be required to submit receipts with their Travel Expense Reports (and will not be reimbursed for meals when receipts are missing), and the minimum number of students needed for a trip to run may be higher.

* Housing: single room occupancy for each Faculty Leader
* Transportation and admission to all program-related activities, if not covered by a program provider
* Travel Insurance for routine and emergency medical, as well as disaster and political evacuation
* Additional money for contingencies in an amount determined in consultation with the Coordinator of Short-Term Faculty-Led Programs in CGE

Upon return from the program, but no later than June 30 of the fiscal year in which the program occurred, faculty must submit their Travel Expense Report following standard TCNJ guidelines (<https://finance.tcnj.edu/travel/)>.

**TRAVEL COMPANION POLICY**

1. Any employee of TCNJ who undertakes to lead or chaperone a study-abroad experience must do so with the full and complete understanding that their duties in that leadership role take precedence over their obligations to any travel companions.
2. Minor children (under 18 years old) must be accompanied by an adult caretaker who is not associated with the leadership of the program as either faculty or chaperone. No students should ever be asked/expected to supervise a minor child, even in the event of an emergency.
3. Travel companions may accompany the group on excursions and other program-related activities if it is possible to accommodate them.
4. The employee bears full personal financial responsibility for any additional costs incurred on behalf of any travel companion, including but not limited to travel, accommodations, insurance, food, program provider fees, local transportation, and admissions to sites.

1. In the case of a team-taught program, only one of the leaders needs to meet this requirement. The other leader may be new to TCNJ, less than full-time, or non-tenure-track, such as an adjunct. [↑](#footnote-ref-1)
2. In cases of team-taught programs, only one of the proposers needs to meet this requirement. The other leader need not have experience or expertise in the location. [↑](#footnote-ref-2)