



## Education Abroad 2019 Program Proposal Timeline

### PRE-PROPOSAL DEADLINE:

**10/13/17** – EA Program Proposal Open for 2019

**10/16/17** – EA Program Proposal Survey **Opens** (*all intending to propose strongly encouraged to participate*)

**12/14/17** – EA Program Proposal Survey **Closes** (*all intending to propose strongly encouraged to participate*)

**11/13/17 – 3/23/18** - EA Coordinators schedule proposal planning meetings/outreach with assigned faculty (based on survey feedback).

**1/8/17** – EA sends Deans, Designates, and EA Faculty Standing Committee Members complete proposal lists from survey data (to support college-level forecasting for April prioritizations)

**4/2/18** – Deadline for Proposal Submissions (5pm)

*All proposal documents are required in order for proposals to be considered complete. Incomplete proposals will be asked to resubmit for 2020*

**4/3/18** – EAO sends complete lists of all submitted (complete) proposals to Deans, Designates, and EA Faculty Standing Committee Members to include the following:

- A list of proposed education abroad programs for the 2019 (submitted by 4/2/17, 5pm deadline)
- For college-specific programs, a summary of basic descriptors (at-a-glance data) for past 2017 calendar year from college-specific education abroad programs: faculty name, renewal/new, program title, department, location, projected number of students, dates, and submission timestamp
- Supplementary data, (based on the above) which includes a breakdown of the 2017 data: projected vs. actual recruitment, attended the education abroad fair, and program price.



**4/11/18** – Deadline for Deans, Designates, and/or EA Faculty Standing Committee Members to send EAO Director program prioritizations

**4/13/18** – Education Abroad Faculty Standing Committee Meeting to Review and Determine 2019 Programs Offerings (*Colleges Must Have a Voting Member Elected for Their Vote to be Included*)

**POST-PROPOSAL DEADLINE:**

**4/16/18** – EAO Director sends compiled committee results for all programs to Deans, Designates, and EA Faculty Standing Committee Members

**4/16/18** – **4/20/18** - EA Office Sends Program Proposal Notifications

**4/23/18** – **5/4/18** - EA Office Completes Program Pages

**5/4/18** - Deadline for Final Revisions to be Submitted for Programs to be Offered in 2019