

FACULTY-LED PROPOSAL TIMELINE

1



3-6 Months Before Deadline

Faculty & Staff will research, create goals, & plan the Education Abroad program. Faculty & Staff will speak with the Education Abroad Office (EAO) to make sure they have all the information and guidance they need.

2



1-2 Months Before Deadline

Faculty & Staff will get department approval for their program & have all necessary forms signed.

3



1-3 Weeks Before Deadline

Faculty & Staff will start the [program proposal submission form](#) in Formstack. Save & Resume will give you a link to return to the form later. Create a new link after each editing session (uploaded files and signatures will NOT save). EAO DOES NOT have access to partially completed forms/data.

4



1-2 Weeks After Submissions

EAO will review program proposals and let Faculty & Staff know if any improvements need to be made before Education Abroad Faculty Standing Committee (EAFSC) review. Faculty & Staff will send in any edits before EAFSC review.

5



2-3 Weeks After Deadline

EAFSC will review all program proposals and give approval and feedback to EAO.

6



1-2 Weeks After EAFSC Review

EAO will send Proposal Decision Notifications to Faculty & Staff with the approval decision and any needed revisions. Programs will also be assigned to a Program Coordinator (PC) at this time.

7



1-2 Weeks After Notifications Sent

EAO will send Deans and Designees notifications of the Education Abroad programs in their departments.

8



1 Month After Notifications Sent

Faculty & Staff will send their proposal revisions to eaoproposals@kennesaw.edu. An exact due date will be given in the notifications email.

9



1 Month After Revisions Completed

EAO will have the program pages completed and published on kennesaw.studioabroad.com for Faculty & Staff to review and for students to apply.

10



1-2 Months After Revisions

PCs will have a Program Kick-Off Meeting with Faculty & Staff to introduce the program's support team, each person's role, and clear up any questions.

11



6-10 Months After Proposal Submission

Programs will have their applications close. Exact dates will be listed on the program pages and communicated with Faculty & Staff.



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