

# International Education Guidelines



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(Effective fall, 2011)

The International Education (IE) Office provides opportunities for faculty, staff and administrators to maintain global competence through various IE office initiatives and sponsored activities including:

- Curricular development (new courses with IE content);\*
- Participation in grant sponsored activities;
- 2-week international exchanges w/ the IL Consortium for International Studies & Programs (ICISP) (international travel is allowed only every 3 years);
- Teaching opportunities abroad through ICISP;
- Participation in conferences and workshops with IE focus;
- Development and participation in international field study courses;
- Participation in the Global Conflict Resolution (GCR) process (open to all faculty in good standing).

Unless otherwise stated, these abovementioned activities are open to:

- Tenured faculty in good standing who have not submitted their retirement date (faculty applicant is required to obtain written approval from his/her department chair and division dean);
- Staff and administrators in good standing with approval from VP for Academic Affairs.

Limitations and preferences:

- Applicant who has not totally fulfilled previous IE commitment is ineligible.
- Preference will always be given to activities with high demonstrable impact on the internationalization of the curriculum, student population and campus.

**\*Steps for curricular development (new courses with IE content):**

(Effective fall, 2011 curricular internationalization will be strictly for course development- not modules- whether supported by grant or institutional funding, following processes established by the Curriculum Committee and meeting this Committee's established deadlines. Interested faculty should:

1. Obtain approval from department to proceed with the application/proposal process;
2. Submit completed application/proposal by the specified deadline (completed proposal requires anticipated course number, and signatures from department chair and dean);
3. Follow Curriculum Committee processes and timelines;
4. Submit Curriculum Committee approval document with new course outline.

8/2011