



FACULTY-LED PROGRAM APPROVAL

INSTRUCTIONS FOR FACULTY LEADER: FILL OUT THIS SECTION, THEN SUBMIT TO YOUR CHAIR.

This form should be accompanied by:

- Official Faculty Proposal (either First-time submission or Renewal)
- UAB Budget Proposal
- Accessibility Assessment
- Health & Safety Review (First-time submission)
- Syllabus
- RFP from on-site coordinator (itinerary & payment terms & conditions must be included)

Proposing Faculty Leader(s):	
Department(s) of Faculty Leader:	
City and Country of Travel:	
Semester & Year of Travel:	

I understand that it is my responsibility to secure signatures from appropriate Department Chairs and Deans, specifically if there are multiple faculty leaders. By submitting my proposal, I acknowledge that I have read the Faculty Led Handbook, 4th Edition, to familiarize myself with policies, procedures, and guidelines. I recognize that ultimate approval of my proposal is at the discretion of Education Abroad, which will occur after my department chair and dean review the proposal and the completed package is digitally submitted to Education Abroad.

Faculty Director(s) Signature: _____

INSTRUCTIONS FOR DEPARTMENT CHAIR: FILL OUT THIS SECTION, THEN SEND TO YOUR DEAN.

I have reviewed the program proposal, academic content, and proposed budget; and I approve this faculty-led program.

Department Chair's Name (printed): _____

Department Chair's Signature: _____

Date: _____

INSTRUCTIONS FOR DEAN: FILL OUT THIS SECTION, THEN SEND TO EDUCATIONABROAD@UAB.EDU.

I have reviewed the program proposal, academic content, and proposed budget; and I approve this faculty-led program.

Dean's Name (printed): _____

Dean's Signature: _____

Date: _____

UAB EA Director Signature: _____

Date: _____