

Office of the Dean

SUBJECT: Faculty-Led Study Abroad

DATE: June 2022

PURPOSE: The purpose of this Operating Policy/Procedure is to provide guidance to faculty members interested in offering a study abroad class. Related OP: [34.20](#)

REVIEW: This OP will be reviewed when changes are necessitated by new college or university policies.

PROCEDURE

Faculty members interested in offering a study abroad class should first meet with the department chairperson or school director to determine if offering the class will be in the best interest of the faculty member and appropriately mesh with department strategic goals. Once the chairperson or director has cleared the course, the faculty member should review the material found on the [Study Abroad website](#). This website provides extensive directions for planning, marketing, and implementing a faculty-led study abroad class.

The College of Human Sciences values study abroad for its students and faculty members. In addition to funding opportunities through TTU Study Abroad, the college has a small fund to assist faculty members with initial planning visits. Faculty members submit requests for that funding through their chairperson or director to the Associate Dean for Academics and Faculty. A second small fund is available for student study abroad scholarships. Please see the [COHS Study Abroad Scholarship website](#) for more information.

DOCUMENTS INCLUDED

[OP 34.20 Study Abroad Programs](#)

[Study Abroad website](#)

[COHS Study Abroad Scholarship website](#)