



## 2027 FHSU ALNWICK Faculty Leader Preapproval Information

### To the Faculty Member:

Prior to submitting an FHSU Alnwick Faculty Leader Application on Tiger Travel, interested faculty leaders must obtain preapproval from their Department Chair and College Dean:

- Develop an associated course and faculty-led customized extension (*if applicable*);
- Receive financial support for the estimated program costs; and
- Submit a program-proposal application to Global Affairs.

### Present the following first to your chair and then, with your chair's approval, to your dean:

#### 1. Associated Course

- Course description unique to the study abroad/cross-cultural experience;
- Brief descriptions of content/requirements (e.g., readings, assignments, etc.);
- Learner outcomes unique to the study abroad/cross-cultural experience;
- Curriculum map demonstrating connections between course content and study abroad experience;
- An assessment measure for each graded student activity;
- Course schedule;
- Course policies specific to the course and instructor; and
- Proposed maximum and minimum enrollment levels.

#### 2. Faculty-led Customized Extension Description and Budget:

- Faculty-Led Customized Extension description, using the [template](#) provided by Global Affairs

#### 3. Itinerary and Budget Requirements:

Global Affairs will plan and facilitate the first 10 days of the itinerary at Alnwick Castle and York. All faculty and students are required to follow this itinerary. Faculty will design and propose a separate itinerary and budget for the faculty-led customized extension.

- [Itinerary](#)
- [Budget](#)

### Application Timeline:

- **April 1-July 1:** Faculty Leader Application is open on Tiger Travel.
- **July 1-July 15:** Global Affairs will review all applications and select participating faculty.
- **August 15-February 1:** Global Affairs will publish the program brochure and student application on Tiger Travel.
- **September:** Global Affairs will facilitate an Orientation for all selected faculty leaders.

**PREAPPROVAL FORM**

<b>Submitted by:</b>
<b>Department:</b>

**To the Department Chair and College Dean,**

We respectfully request your preapproval for a faculty member within your department to apply to participate in the FHSU Alnwick Short-Term Faculty-Led Study Abroad Program scheduled for June 2027. All prospective faculty leaders are required to obtain department and college-level preapproval prior to submitting a formal program proposal in Tiger Travel for review by Global Affairs.

**Preapproval is required before the faculty member:**

- develops the associated academic course and, if applicable, a faculty-led customized extension;
- commits financial support toward the estimated program costs; and
- submits a program-proposal application to Global Affairs.

**Optional Faculty-Led Customized Extension**

The faculty-led customized extension is an optional new component of the FHSU Alnwick program. Upon completion of the program’s core itinerary—an eight-night stay at Alnwick Castle and a two-night stay in York facilitated by Global Affairs staff—faculty leaders may elect to design a two- to four-day academic travel experience that supports the associated course.

Faculty leaders who choose to participate in this extension will create an itinerary that deepens engagement with course themes through additional site visits, field-based learning, or discipline-specific activities. This flexible model enables faculty to tailor the experience to their academic expertise while offering students an enhanced, high-impact learning opportunity.

Faculty leaders and their departments are fully responsible for the planning and coordination of all extension logistics, including lodging, transportation, and on-site facilitation. Global Affairs staff will not accompany faculty during the customized extension period.

**PREAPPROVAL**

- Yes, I pre-approve the faculty member’s program proposal and course development plan.**
- Yes, I pre-approve the faculty member to lead an optional customized faculty-led extension.**
- No, I do not pre-approve of the faculty member proposing this program.**

If NO, please provide a brief rationale:

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**SIGNATURES:**

**Faculty Member:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**College Dean:** \_\_\_\_\_ **Date:** \_\_\_\_\_