



All faculty leaders on a faculty-led program must complete this form individually and submit it with the program's proposal by the deadline (May 1, 2024 for Summer 2025).

PROGRAM DATES

These will be the dates used for initiating the in-excess payment request, the appointment letter for your leadership of the program, as well as the course section requests.

- Academic Start Date** Includes orientation, pre-departure meetings, etc.
- Academic End Date** End of academic activities (e.g. final grades submitted)
- Travel Start Date** First day of travel
- Travel End Date** Last day of travel

FACULTY LEADER UIN

The faculty leader UIN is required as part of the in-excess faculty payment request through Faculty Affairs.

Faculty Leader Name Faculty Leader UIN

ACKNOWLEDGEMENTS

Your signature indicates you have read and understood the below statements.

If submitting a new program proposal or a program proposal that has previously been approved but has never gone forward, I have already had a meeting with Grace Kelly (College Liaison), and will have a second meeting with her and Christian Brannstrom (Senior Associate Dean), before May 15, 2024.

I have provided with my proposal a detailed syllabus/syllabi for all my offered course(s) that meets all university requirements and includes dates for academic activities.

If submitting a new program proposal or a program that previously did not meet minimum participation requirements to go in a previous year, I have included a recruitment plan with a timeline of activities and goals for how I will recruit students. I commit to participating in any opportunities to promote my program.

I understand that the college may cancel my program after February 1, 2025, if student participation is less than 15 students or below financial viability.

I understand that if my proposal is **incomplete** on May 1st by the above standards, it will **not** be considered for approval.

Faculty Leader Name

Faculty Leader Signature

Date