

Study Tour Paper Trail

- Faculty members will prepare Study Tour proposal packets and submit them to the Department Chairperson/School Director for review and approval.
- The Department Chairperson/School Director will submit approved Study Tour proposal packets to the Dean's Office for the review and approval by the Dean or his/her delegate. Individual colleges may require additional review and approval, such as review by a college committee charged with this responsibility.
- The Dean's Office will submit approved Study Tour proposal packets to the Assistant Vice President for Global and Cultural Competencies for review and approval.
 - The Dean's Office will retain a print or electronic copy of the Study Tour proposal packet in its files.
- The Assistant Vice President for Global and Cultural Competencies will submit approved Study Tour proposal packets to the Associate Vice President for Academic Affairs for final approval.
- The Associate Vice President for Academic Affairs will notify participating faculty of the final approval of the Study Tour proposal.
 - The Office of Academic Affairs will retain a print or electronic copy of the Study Tour proposal packet in its files.
- Upon final approval of the Study Tour proposal, the Office of Academic Affairs will create the Study Tour class in Banner and notify participating faculty of the Study Tour's addition to the class schedule.
- The Office of Academic Affairs will work with the Study Tour leaders to complete and process the required documentation to ensure the appropriate compensation of the Study Tour leaders.