

UAP Faculty- Led Travel Program Proposal Checklist



University Academic Programs (UAP) has established a formal proposal process for faculty members wishing to lead an undergraduate faculty- led travel course. Interested faculty members will need to submit a program proposal form and estimate budget for the respective interterm they would like to teach the travel course in. Please be aware that university policy is that you must propose a new travel class at least 9 months out for conditional risk review and approval and 6 months out for repeat travel class risk approval. The proposal form and estimated budget template should be completed by the faculty member and you are encouraged to reach out to the UAP Director for questions or clarification.

- Meet with UAP Director to discuss course idea to review process and policies
- Meet with your department chair(s) (both departments if cross-listing) to discuss course proposal
- Submit course proposal and estimate budget via Qualtrics to UAP (see Interterm website)
- Submit program proposal to DU Passport for Risk Management review (Intl. courses only)
- Wait to hear from UAP for course approval or revisions
- Contact education program providers as necessary for program bid and itinerary draft.
- Complete Program leader Orientation training from Risk Management for Travel Class faculty/program leaders. <https://canvas.du.edu/enroll/DN7XBP>
- Finalize budget with UAP Director. UAP will create a Passport site brochure link for you to recruit with and send to interested students.
- Schedule information sessions for course
- Obtain contract from education vendor and submit to UAP Director via email with company contact included. UAP Director will begin DU Workflow process
- Meet with UAP Assistant Director to walk through student approval process in Passport
- Begin reviewing/approving student applications for class in Passport
- Once course reaches 8 committed students for the class UAP Director will reach out to you to tell you to move forward with faculty flight purchase in Concur
- Arrange for first class meeting to discuss class logistics, flight dates for county meet up, and advise students to complete risk pre-departure student orientation. <https://canvas.du.edu/enroll/N9M83H>
- Schedule meeting with UAP Director to confirm all class details including: vendor deposits, p-card, phone allowance in country, Crisis24 information, and any pertinent details.