



GLOBAL LEARNING AND
INTERNATIONAL AFFAIRS

WKU Faculty-Led Program Responsibilities Chart

FLP Process	Program Leader & Academic Department	GLIA	Program Provider
Program Development	<ul style="list-style-type: none"> Discuss program idea with academic department Develop itinerary Submit complete and detailed program proposal Department Head and College Dean review program proposal 	<ul style="list-style-type: none"> Assist with program proposals Review program proposals and facilitate approval process Educate on WKU guidelines and policies related to faculty-led programs Create and finalize cost-conscious program budget 	<ul style="list-style-type: none"> Meet with GLIA and program leader to develop detailed itinerary Work with GLIA to secure a contract for services Provide program cost information to GLIA Provide payment information and timeline to GLIA
Academics	<ul style="list-style-type: none"> Develop course design Ensure course meets all WKU requirements Create course syllabus Academic department creates course in Banner Deliver course content Assess student learning outcomes by submitting grades 	<ul style="list-style-type: none"> Advise students on course content Work with academic department to ensure correct course coding is used Register students in Topnet 	<ul style="list-style-type: none"> Schedule on-site classrooms and guest lecturers, if required Some programs may use provider instructors for all or part of course
Logistical Arrangements	<ul style="list-style-type: none"> Collaborate with GLIA and program provider on final program itinerary Apply for program pcard 	<ul style="list-style-type: none"> Manage program logistics such as group flights, lodging, transportation, program excursions with providers Facilitate all program contracts and agreements Pay all vendors in advance for logistical arrangements, as possible Track Program Expenses and Revenue 	<ul style="list-style-type: none"> Coordinate all on-site program logistics as defined in service contract
Marketing & Recruitment	<ul style="list-style-type: none"> Recruit students using a variety of methods Attend the Fall and/or Spring Study Abroad Fair Advise students on where program fits in their academic plan 	<ul style="list-style-type: none"> Manage student applications Track and share program enrollments Advise students on program offerings that best fit their academic, professional, and personal goals Manage website content for program 	<ul style="list-style-type: none"> Provide marketing materials where possible/as needed

	<ul style="list-style-type: none"> Review student applications in a timely and consistent manner Maintain contact with interested and accepted students 	<ul style="list-style-type: none"> Provide program leader with standard set of marketing materials Assist in marketing and recruitment of program 	
Pre-Departure	<ul style="list-style-type: none"> Hold program specific pre-departure meeting Attend any required faculty trainings and/or workshops Register with the State Department's S.T.E.P program Finalize any needed Emergency Action Plan materials Prepare for possible on-site emergencies Review CISI insurance plan 	<ul style="list-style-type: none"> Collect student program deposits via credit card payments Bill students remaining program fee Process student withdrawals and refunds Hold general pre-departure orientation for international programs Process program cash advance and open program pcard Hold program leadership pre-departure meeting Provide program leadership with Emergency Response Manual Process program leader compensation Process CISI insurance for program participants 	<ul style="list-style-type: none"> Continue to communicate details and planning with GLIA and program leaders Submit final payment invoice to GLIA Many providers offer pre-departure orientation materials and sessions as well
On-Site	<ul style="list-style-type: none"> Act as main point of contact on-site, including roles of instructor, administrator, institutional representative, and crisis manager Monitor health and general well-being of all participants Handle behavioral problems Respond to logistical, financial, and other issues on-site as they arise Report incidents to GLIA as appropriate Act as a good steward of program funds 	<ul style="list-style-type: none"> Be available to consult program leader as needed Monitor world events Activate on-campus Emergency Response Team as appropriate 	<ul style="list-style-type: none"> Provide services on-site as outlined in contract
Post-Program	<ul style="list-style-type: none"> Return program pcard and all receipts to GLIA Hold program debriefing with GLIA Report any recorded incidents 	<ul style="list-style-type: none"> Collect post-program evaluation responses from students Reconcile program pcard Process program's group voucher 	