

A-070 Global Studies Academic Procedures



Guideline Area

Academics

Applicable Division

Community Colleges, TCATs

Purpose

The following guidelines are intended to provide a reference to the development and approval of international programming as well as student admissions criteria.

Definitions

- Consortium model programs- study abroad programs that are open to all TBR students
- Partnership model programs- study abroad programs that are open to students at the proposing TBR institution(s)
- Program Director –TBR employees who administratively lead and/or teach international education experiences, including individuals outside the institution and those employed at another higher education institution outside the TBR system, who serve in the role of Program Director or Group Leader.
- Program Faculty- approved instructors who are SASCOC qualified to teach in the subject matter area

Policy/Guideline

I. Consortium Program Proposals

- A. New programs may be proposed by individual faculty members at any member institution by contacting the Assistant Vice Chancellor, Center for Global Innovations, Partnerships and Student Success and if approved, completing the required online application by the designated due date. All new programs will be formally approved by the Global Studies Advisory Council.
- B. All consortium model courses are offered for credit only.
- C. Faculty proposing a new program must have the signed authorization and support of their direct supervisor, institutional campus representative, Dean (if applicable), Chief Academic Officer (CAO), and President. (Exhibit F: Institutional Approval Form)
- D. Completed, signed proposals must be received in the Global Studies/TnCIS office by the first week of February for programs to begin in the summer of the following year. Global Studies/TnCIS reserves the right to extend this deadline if needed.
- E. All proposals must include the following sections:
 - 1. General Program description.
 - 2. The need for such a program among Global Studies/TnCIS member institutions.
 - 3. A description of the academic program (including classroom hours and excursions to the counted as class field experiences).
 - 4. Syllabi for all courses in the program (Exhibit G: Global Studies/TnCIS Syllabus Outline).
 - 5. Curriculum vitae (CV) of proposed faculty.
 - 6. A description of the program structure including calendar, housing, food, transportation, possible excursions, local contacts abroad, a complete budget, special restrictions or program requirements, the proposer's recruiting strategies, and a section describing the proposer and their qualifications for directing such a program.
 - 7. All faculty applying to teach in a Global/Studies TnCIS program are required to submit an official transcript showing most recent degree and/or

coursework that qualify the faculty member to teach the proposed courses for SACSCOC verification.

8. The annual timeline for submission of program proposals and review can be found in Exhibit H.

II. Consortium Program Approval

- A. New Consortium Program Proposals will be considered by the Global Studies Advisory Council at its spring meeting (usually in March or April) after which a recommendation will be submitted to the Assistant Vice Chancellor, Center for Global Innovations, Partnerships and Student Success.

III. Program Directors

- A. After a new program is officially accepted at all levels, the proposer will become the Program Director and will be responsible for all of the following aspects of becoming a director:

1. Arranging all facilities and details at the program site
2. Assisting the TBR Global Studies Office with the production of publicity materials, website content and program promotion
3. Developing the program budget with guidance from the Global Studies Director
4. Overseeing all aspects of the operation overseas. The responsibilities of the Program Director are delineated in Exhibit I: Program Director Responsibilities.

B. Program Director Orientation and Training

1. Program Directors are required to attend two mandatory orientations scheduled by the Global Studies Office and any additional training as required by TBR.
 - a. All faculty (including Program Directors) must attend the first of two orientation sessions, which will be held in conjunction with the fall meeting of the Advisory Council.
 - b. During the spring, prior to the departure of the summer programs, all Program Directors receive training and orientation.

2. Additional training is conducted in conjunction with the faculty orientation, since all responsible parties (director and faculty) must be familiar with all aspects of the program in case of an emergency or incapacitation of the director. An outline of the topics covered in the director/faculty orientation is explained in Exhibit J: Global Studies/TnCIS Director/Faculty Spring Orientation.
3. Program Directors will be required to sign the Program Director Agreement (Exhibit K: Program Director Agreement) prior to the start of the program.
4. The center for Global Innovation, Partnerships and Student Success may also provide training opportunities throughout the year.

C. Program Director's Manual

1. Each Program Director is assigned the task of developing/maintaining a Director's manual detailing all aspects of the program including local contacts, do's and don'ts, important dangers, medical contacts and notes on quality of treatment.
2. The purpose of the manual is to maintain a running log of the program and to have full information when a Program Director is incapacitated or replaced from one year to the next.
3. An outline for the Program Director's Manual is found in Exhibit L: Program Director's Manual Outline.
4. Current content for the director's manual will be collected and maintained on the Global Studies/TnCIS website's faculty portal.

D. Evaluation by Program Director

1. Each Program Director must complete a program evaluation (Exhibit M: Program Evaluation by Program Director).
2. The evaluation addresses difficulties encountered during the program and how they were resolved to include any recommendations for changes for the future regarding housing, food, excursions, classrooms, local contacts, etc.

3. This evaluation is completed primarily so that if the Program Director either chooses not to direct in the future or if he/she is not selected to direct, a written record of the program is available and can be followed up on by the Global Studies office or another director.

IV. Program Faculty

A. Eligibility/Application

1. Each faculty member must submit five documents to be considered for teaching in an existing Global Studies Program (*online application, course syllabus, curriculum vitae, official transcript, and the institutional approval form*). In addition, each faculty member must sign the Faculty Agreement (Exhibit N: Faculty Agreement) at the fall orientation meeting.
2. Applicants must complete the Online Faculty Application (Applying to Teach in an existing Global Studies/TnCIS Program which is available at www.tncis.org).
3. This application must be approved by the faculty member's home Institution supervisor, campus Global Studies/TnCIS representative, Dean (if applicable), CAO, and President. (Exhibit F: Institutional Approval Form)
4. The signature of the supervisor on the application verifies that the faculty member is SACSCOC or COE qualified to teach the course and can later be hired to do so by the home institution.
5. All faculty applying to teach in a Global/TnCIS program are required to submit an official transcript for SACSCOC or COE verification purposes. Official transcripts showing most recent degree and/or coursework that qualify the faculty member to teach the proposed courses should be submitted.
6. Applications to teach will be made approximately 16 months prior to the actual program dates.

B. Program Faculty Orientation and Responsibilities

1. Attend two mandatory orientations scheduled by TBR Global Studies in the fall and spring and any additional training required. (Exhibit O: Faculty Orientation Outline)

a. (Pre-Departure) Orientation

- (1) Based on the program date, there will be a second mandatory orientation meeting for faculty and Program Directors.

(Appendix P: Pre-Departure Orientation)

2. Communicate with the Program Director and assist in planning for their onsite course and coordination with other course offerings.
3. Recruit student participants and respond to student inquiries with accurate information.
4. Be knowledgeable of Global Studies rules and regulations, teach and assure the academic integrity of their course, and assist the Program Director as needed. The responsibilities of program faculty are delineated in Exhibit Q: Program Faculty Responsibilities.

C. Program Faculty Evaluations

1. Faculty are evaluated by students who complete an academic evaluation for each program and course at the end of the Program. (Exhibit D: Global Studies Program and Academic Evaluation). The evaluation is conducted anonymously and neither the faculty member nor the Program Director has access to them. The evaluations will be summarized in the Global Studies office and provided to each program's faculty and director. Evaluation summaries will also be available during the next Global Advisory Council meeting after the end of the program.

D. Course Report

1. Each faculty member must complete and sign a Faculty Course Reporting Form through their Global Studies/TnCis portal at the termination of the program. (Exhibit O: Faculty Course Reporting Form).

V. Faculty and Course Selection for Consortium Model Programs

- A. The review process for faculty applications and course proposals will be as follows (Exhibit D: Academic Infrastructure for Study Abroad and Exchange Programs):

1. After submission, the TnCIS office will review all proposals, insuring that they are complete and have appropriate institutional approval signatures.

2. The AVC will made a determination about which applications will go forward to the Global Studies Advisory Council, if necessary.
3. If needed, the Course Review Committee will examine all aspects of the application, vitae, and course syllabus to ensure completeness, compliance with the Southern Association of Colleges and Schools (SACSCOC) and Council of Occupational Education (COE) standards, and academic credibility, and recommend to the Advisory Council all courses which meet all appropriate standards.
4. The Global Studies advisory Council will review the report of the AVC and or the Course Review Committee, vote to accept it in full or in part, and then make a recommendation to the Global Studies office which courses will be offered in each specific program.
5. The AVC, in consultation with Individual Program Directors, will make a final decision about course and faculty selection.
6. After this final review by the Global Studies office, all applications and course materials will be forwarded to the Vice Chancellor for Student Success for approval.
7. On behalf of the Vice Chancellor for Student Success, the Global Studies Office will forward the materials to the Chief Academic Officers of each institution, who will determine what courses and programs their institutions will approve for offering on campus.

VI. Partnership Program Approval

- A. Partnership programs can be proposed by institutional faculty or staff with the approval of their CAO and President. Proposals are submitted directly to Global Studies and the Assistant Vice Chancellor has final approval.

Exhibits

For Exhibits, click the Attachments button at the top right of the page.



Sources

Authority

T.C.A. § 49-8-203; All State and Federal statutes, codes, Acts, rules and regulations referenced in this procedure.

History

August 6, 2025, new guideline approved at President's meeting, effective October 3, 2025.

Related Policies

[3.02.00.01 General Policy on Student Conduct & Disciplinary Sanctions](#)

[3.02.01.00 Student Due Process Procedure](#)

[3.02.03.00 Confidentiality of Student Records](#)

[3.02.04.00 Student Rights and Freedoms](#)