

# VALDOSTA STATE UNIVERSITY

## **FACULTY INTERNATIONAL ACTIVITY PROPOSAL** **Application Form**

Directions: Please complete all the items on this form, attach a recent curriculum vitae, and return to the Center for International Programs after it is signed by your department head and dean. Please type.

1. Name:
2. Academic/Administrative Unit:
3. Rank or Position Title:
4. Social Security Number:
5. Passport Information: Number \_\_\_\_\_ Date of Issue \_\_\_\_\_ Expires \_\_\_\_\_
6. Campus Telephone:
7. Home Telephone: (\_\_\_\_\_) \_\_\_\_\_
8. Dates/Interval of Proposed Activity:
9. On a separate sheet, please describe briefly your proposed international activity. Attach any descriptive documents, e.g. conference agenda.
10. How will your duties at Valdosta State be covered during your absence?
  
11. Please list and briefly describe previous international experience.
  
  
12. Attach a statement describing how your proposed international activity will contribute to your own professional growth, and describe specific activities you will participate in upon your return that will contribute to the internationalization of your department, college, or the University as a whole.

PLEASE COMPLETE BUDGET WORKSHEET IN QUESTION #13 AND ATTACH ANY SUPPORTING

DOCUMENTS

13. Budget Worksheet:

Expense	Activity Costs	Amount Requested from International Activity Fund	Matching Funds from Other Sources	Authorizing Signature for Matching Funds
1. Travel	\$	\$	\$	
a. Airfare				
b. Personal Car	\$	\$	\$	
c. Rental Car	\$	\$	\$	
d. Taxi/Limousine	\$	\$	\$	
e. Public Transportation	\$	\$	\$	
2. Accommodation	\$	\$	\$	
3. Registration Fee	\$	\$	\$	
4. Per Diem	\$	\$	\$	
5. Misc.	\$	\$	\$	
TOTAL	\$	\$	\$	

Approval is granted for this person to participate in a FUNDED INTERNATIONAL ACTIVITY

for the period from \_\_\_\_\_ to

at \_\_\_\_\_.

SIGNED:

Department Head

DATE

Dean/Supervisor

DATE

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The applicant will receive \$ \_\_\_\_\_ from the faculty internationalization fund.

SIGNED:

\_\_\_\_\_  
Chair, Faculty Internationalization Committee

\_\_\_\_\_  
DATE

Director of International Programs

DATE

Vice President for Academic Affairs

DATE

## FACULTY INTERNATIONAL ACTIVITY FUND

Financial support for international activities undertaken by Valdosta State University faculty may be obtained through application to the Center for International Programs. The amount of the awards will vary according to the nature of the activity and the availability of funds.

### ELIGIBILITY

Full-time faculty who hold a tenure-track appointment in an academic department at Valdosta State University are eligible to submit a Faculty International Activity Proposal. Applications from non-tenure-track faculty will be considered by the committee if the proposed activity benefits the institution and enhances the individual's professional capacities as a teacher/scholar/performer.

### APPLICATION PROCEDURE

The attached Faculty International Activity Proposal application form should be completed and returned to the Center for International Programs with the requested supporting documentation.

### DEADLINE

Proposals should be submitted at least three months prior to the time of the proposed activity. The deadline may be waived for special circumstances.

### CRITERIA FOR AWARDS

Awards will be based on the following categories, listed by priority:

- Participation in exchange programs with Valdosta State University partner institutions
- Short-term visits and projects that will have a significant institutional impact
- Participation in professional development activities abroad, such as seminars, workshops, or institutes
- Additional support for external grants or awards that fund part of an international activity
- Participation in international conferences (presenting a paper, chairing conference sessions, organizing conference activities).

Special consideration is given to proposals for activities by faculty who have never been abroad and for activities that have received partial funding from Valdosta State University departments or colleges.

Proposals must provide significant evidence of the benefits of the project or activity for the students of Valdosta State University. These benefits may be provided through numerous activities, including the integration of new material into existing courses, the creation of new courses, the involvement of students in research projects related to the international activity, and the encouragement of students to participate in international study opportunities.

### REPORTS

Faculty who receive awards through the Faculty International Activity Fund will be expected to provide a report of their travel and activities to the Center for International Programs upon their return to the University. They should also provide a report at the end of the following quarter or at the end of the academic year to explain special activities, such as conferences or workshops, that they have provided for the VSU community in order to share the experience of their international travel.