**International Traveling Classroom Program**
Campus Approval for Application

**To be completed by applicant:**

Name: Click or tap here to enter text.

Home University: Click or tap here to enter text.

Indicate the term(s) you are applying for based on each program:

[ ]  Fall 2026

[ ]  Full semester

[ ]  Group Leader (~Mid-Aug. to End of Nov.)

[ ]  Short-term Fly-In Faculty #1 (Apprx. 3 weeks ~ End of Sept. to Mid-Oct.)

[ ]  Short-term Fly-In Faculty #2 (Apprx. 3 weeks ~ Beg. of Nov. to End of Nov.)

[ ]  Fall 2027

[ ]  Full semester

[ ]  Group Leader (~Mid-Aug. to End of Nov.)

[ ]  Short-term Fly-In Faculty #1 (Apprx. 3 weeks ~ End of Sept. to Mid-Oct.)

[ ]  Short-term Fly-In Faculty #2 (Apprx. 3 weeks ~ Beg. of Nov. to End of Nov.)

Briefly describe benefits you envision for your campus because of your participation in this program:

Click or tap here to enter text.

Faculty Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap here to enter text.

**Please forward to the appropriate contacts (as indicated on the following page) for campus approval of your participation in the program.**

**Questions about the program can be directed to the UW-River Falls Office of International Education at 715-425-4866**

**To be completed by faculty applicant’s institutional authorizing individuals (supervisor, Dean, et al.):**

The ITC program is committed to assisting in the internationalization of UWRF by providing education abroad experiences for students *and* faculty. Faculty selected to teach in the semester-length program must remain on their regular home institution academic contract with associated salary throughout the duration of their appointment abroad.

**International Traveling Classroom Program Salary:**

The ITC program will provide 12 credits in salary support to a faculty member’s home campus department when selected to teach for a full semester, at a maximum rate of $1,739.41 per credit. Fringe benefits can be funded through the program at a maximum rate of 42% of program salary payment.

The program covers airfare and lodging costs during travels associated with participation in the program.

If your institution can employ creative mechanisms (collegial coverage, online teaching, teaching sabbaticals, etc.) to allow faculty to participate *without* receiving salary support from the program, please indicate this below:

1. I approve this application for the term(s) indicated in the faculty application:

[ ]  Yes [ ]  No If no, please specify the approved term(s): Click or tap here to enter text.

1. If approving the applicant for full semesters, would your department require the above indicated full salary support from the ITC program? [ ]  Yes [ ]  No
2. If approving the applicant for full semesters, do you agree to maintain this applicant’s academic contract and associated salary for the duration of their appointment abroad? [ ]  Yes [ ]  No
3. If approving the applicant for 1-3 modules or short-term faculty positions, please indicate how payment will be handled:

[ ]  Salary support of $1739.41/credit provided to home department/campus
[ ]  Overload payment of $1739.41/credit to instructor
[ ]  Salary support not required

1. I confirm this faculty meets the undergraduate criteria listed here: <https://www.uwrf.edu/Administration/Provost/AssocVCforAcadAffGradSt/Faculty-Qualifications.cfm> (i.e., the candidate has at least a master’s degree and 18 credits in the area they are teaching or has approved, tested experience. If approved, tested experience is used, provide documentation).
	* Department: Click or tap here to enter text.
	* Qualifications met: [ ]  Degree name and Discipline     [ ]  Tested Experience
2. The ITC program seeks to recruit faculty who have demonstrated strong teaching skills on their home campus as evidenced by recent teaching evaluations. Do you agree the applicant meets this requirement? [ ]  Yes [ ]  No
3. Selected faculty are expected to aid in student recruitment for the program, adapt their courses to utilize the international setting, share in duty rotation while on-site abroad, and reside and participate fully in a living/learning community alongside students and staff. Do you have any concerns regarding the applicant’s ability to fulfill these responsibilities? [ ]  Yes [ ]  No

If yes, the UWRF Office of International Education reserves the right to contact you for further details.

**Please indicate approval by signing below.**

Chair or Immediate Supervisor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean or Unit Supervisor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chief Academic Office Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director of International Education/Programs Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other (if required by your campus) Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_