I. **Purpose**

The Faculty Development Seminar seeks to prepare participants to expand their international academic experiences and enrich the global dimensions of their teaching and research through connections with counterparts abroad. The 2017 Faculty Development Seminar’s destination is Mexico and Guatemala and will focus on the rich research, teaching and service collaboration potential for students and faculty that emerge through closer acquaintance. Topics include the causes and impacts of immigration, indigenous communities and cultures, and relevant partner institutions both in the Richmond area and at seminar destinations. Successful applicants will participate in a spring semester pre-departure program which includes preparatory readings, lectures, and discussions as well as visits to local service providers. The group will then travel to meet with university, governmental and community counterparts to explore and/or strengthen collaborations appropriate to the faculty member’s interests and discipline. Travel typically occurs over the course of two weeks during the summer. All programming logistics will be handled by the Global Education Office, and faculty participants must be able to travel within the timeframe designated for the program. All expenses will be paid, although departmental cost-share is expected.

II. **Award and Online Submission Information**

a. Applications must be submitted online by January 15, 2017 at 5 p.m. Full instructions for the preparation of online submission are provided in this document. The online submission form will be available on October 30, 2016.

b. Winning awards will be announced no later than March 1, 2017 and the funding period is FY2017.

III. **Required Application Components**

a. Cover Sheet – Submit title and contact information using online form.

b. Recent courses taught

c. **Part 1**: (3 single-spaced pages max)
   i. Summary of major research areas
   ii. Previous international/global experience at home or abroad
   iii. Current cross-campus or cross-discipline projects or activities

d. **Part 2**: (5 single-spaced pages max)
   i. How does your scholarly and/or teaching background prepare you to contribute to an interdisciplinary discussion about the thematic focus of the 2017 program?
   ii. What question(s) related to your discipline would you like to explore on this seminar?
   iii. What discussion topics could you lead during the program?
iv. In what ways do you hope to integrate the knowledge gained from the seminar into your teaching?

v. What course(s) could be impacted (or created) because of the seminar, and when would you offer this course(s)?

vi. Will you be available during the latter half of spring semester to participate in the seminar activities listed above (i.e. preparatory meetings, etc.)?

e. **Part 3:** Please include the following documents with your application.

   i. Nominating letter from appropriate academic dean or university official.

   ii. Current CV

   iii. A letter outlining the anticipated value of the seminar to the applicant’s teaching and/or research, noting any topics of special interest in the seminar on which he or she is willing to discuss or to present. The letter also should indicate whether the applicant has had any prior experience in the seminar location(s) and whether he/she is proficient in any other language(s) besides English.

   **IV. Contacts, questions, and funding requirements**

   a. Global Education Office contacts:

      i. Project-related questions: Dr. McKenna Brown (mbrown@vcu.edu, 8-8361)

      ii. Budget questions: Mr. Osama Alami (oalami@vcu.edu, 7-7474)

         Submission and review questions: Dr. Meredith Katz (makatz@vcu.edu, 8-4711)

   b. Award recipients agree to provide timely notification of project-related travel and to submit a final report to GEO staff at the end of the award period.

   Grant citation language: “This publication [or project] was supported by the VCU Global Education Office through a 2017-18 Quest Global Impact Award.”