

Global Seminars Faculty To-Do List 2026-27

Calendar Overview

Month	Steps Involved
June	- Decisions regarding program proposals communicated to faculty - Faculty and GS staff begin to build the program with provider organizations
July	Information developed for program webpage
August - September	- Submit details for program website - Submit "meet the professor" videos - Schedule fall quarter information session
September	Syllabi and course approvals due to Academic Senate - Program budgets finalized - Faculty attend Study abroad Expo
September - December (Fall Quarter)	Marketing and outreach phase I
October	Faculty attend program information session and Marketing & Outreach Faculty Workshop
November	Student applications open Nov. 1 - Program costs published on program page
December	- Schedule winter quarter information session - UC San Diego Study Abroad scholarship application opens
January - March (Winter Quarter)	Marketing and outreach phase 2
February	Feb. 1: Early application deadline - Early scholarship application deadline
March	Mar. 1: Final application deadline - Final scholarship application deadline
April	Proposals due for review by Faculty Proposal Review Committee
May (Spring Quarter)	Pre-departure orientation
May-June	Faculty pre-departure preparation (final itinerary, syllabi, materials)

Outreach Activities

- ☐ Hold one or two “meet the professor” information sessions (virtual or in-person) in fall and one or two more in winter.
- ☐ Inform department and college advisors who work with your target student population about your global seminar and ask them to promote the program and the info session during orientations, while advising, and through newsletters.
- ☐ Advertise your information sessions on your department website, through emails, posters, and classroom visits. (The Global Seminars team can create a flyer for your program.)
- ☐ Attend event(s) sponsored by your department or college to promote your global seminar.
- ☐ Make announcements in your classes and in other professors’ classes.
- ☐ Reach out to colleagues on other UC campuses and at universities around the United States to encourage their students to apply.
- ☐ Meet with student groups with an interest in your global seminar.
- ☐ Send targeted emails to prospective applicants.
- ☐ Respond to all student inquiries and emails in a timely manner and copy the Global Seminars program manager for your program.

Other Pre-Departure Tasks

Faculty Workshops

Be prepared to add the following mandatory faculty workshops to your calendar. New and returning GS faculty are required to attend all three sessions. Global Seminars staff will send an email with more details prior to each event.

- ☐ Marketing & Outreach Workshop (fall)
- ☐ Travel & Pre-Departure Logistics Workshop (early spring)
- ☐ Health, Safety & Risk Management Workshop (spring)
- ☐ Pedagogy & Academic Integrity Workshop (spring)

Booking Travel

- ☐ Work closely with the Study Abroad office manager and follow all instructions (spring).
- ☐ Airplane tickets: Faculty must contact the GS team and Study Abroad office manager about the reimbursement process *before* purchasing airplane tickets. Once approved, tickets may be purchased in a variety of ways:
 - [Concur](#) (preferred)
 - [UC San Diego Travel and Entertainment Card](#)
 - Personal credit card (Reimbursement will not be processed until after return.)

All tickets must be coach airfare; if you purchase a business or first-class ticket, you will only be reimbursed for the lowest coach fare published for that flight. In addition, any added stopovers or unusual flight requests that raise the price of your ticket will not be reimbursed.

Calendar Details

June/July

- ☐ The GS team may contact you if study abroad providers request more detailed information about your program as they prepare their bids.
- ☐ Develop and refine your syllabi for the Global Seminars website.
- ☐ Contact college/department advisors who work with your target student population about your Global Seminar and see if you can get involved with first year/transfer student orientations in September.

August

- ☐ Consult with the GS team to refine your outreach plans for fall and winter.
- ☐ Confirm your information session dates with the Global Seminars team. You should plan on having at least one or two hour-long information sessions (virtual or in-person) in October or November.
- ☐ Prepare a 3-5 minute “meet the professor” video of your seminar, including information about classes, excursions, and the city.
 - Most faculty record the video through Zoom or on their phone and send it to us. Equipment rentals are also available via the library or at [Studio U](#).
 - Please consider sound (no wind or background noise), lighting (well-lit, pleasing background), and size settings on your phone or recording device (16:9 aspect/picture ratio).
 - Do *not* include the year so that we may reuse the video for future summers.
 - The GS staff will upload the video to YouTube. For examples from previous years, see the [Study Abroad YouTube channel](#).

September

- ☐ Finalize excursion list with GS team and providers.
- ☐ Send your “meet the professor” video to the GS team.
- ☐ Attend the mandatory Marketing & Outreach Faculty Workshop.
- ☐ **Your department and/or college must submit new GS courses to the Academic Senate through the CourseLeaf system. Consult with the GS team.**
- ☐ Submit program overview to GS team for the Global Seminars website. This content is divided into three sections: a short bio, “Why You Should Go” describing general attributes of the program location and its relevance to the academic focus of the program, and “Who Should Go” listing general education, major, and minor requirements that can be fulfilled through this program and any required prerequisites. See previously created program pages at <https://globalseminar.ucsd.edu> for examples.
- ☐ Send updated syllabi to GS coordinators to be posted on the Global Seminars website.
- ☐ Provide additional resources for the website to GS team, including photos of the location (if you have them), a link to your own website, etc.
- ☐ Send e-mail messages to colleagues at other UC campuses to promote your global seminar in connection with our visits to UC study abroad fairs in late September through October.
- ☐ Participate in college orientations to promote your Global Seminar.

- ☐ Notify GS team what hours you will be volunteering for Study Abroad Expo, the UC San Diego annual study abroad fair (see final item below). This is our largest outreach activity of the year. We ask that you volunteer for one hour at the Global Seminars information table to promote your program.
- ☐ Email ALL majors and minors in your department. The GS student interns can create a digital flyer for your program if you request it.
- ☐ Post flyers in your department office, dining halls, your colleagues' doors, at local campuses, send them to colleagues at other universities, etc.
- ☐ Ask TA's to help promote your program – BUT do not rely on this as most students report that TAs are very brief and don't always do a good job promoting the opportunity.
- ☐ If your program has run before, ask returning students to attend info sessions, make class announcements, spread the word to friends and student orgs, post flyers in residence halls, and make video testimonials. 42% of students report learning about study abroad from a friend!
- ☐ Target specific student organizations that might benefit from your Global Seminar study abroad program. The [Center for Student Involvement](#) (CSI) website has an email list of every registered club at UC San Diego.
- ☐ **Attend the annual Study Abroad Expo on Monday, Sept. 21, in front of the Triton Center Administrative Services Building.**

October/November

- ☐ Hold one information session during the month of October or November.
- ☐ Contact your department or college webmaster and ask them to link to the Global Seminars site by October 1. If you have a personal website, please link to GS and place GS info on it. Give us the link so we can post it on our site.
- ☐ Inform department advisors who work with your target student population about your Global Seminar program.
- ☐ Promote your program in your own classes. Ask colleagues if you can speak to their classes (when appropriate) or if they will share information with their students for you.
- ☐ Advertise at local universities and community colleges (This is optional but recommended if you have strong connections to another institution).
- ☐ Email all majors and minors in your department with a short message promoting your class again. Copy globalseminar@ucsd.edu.

December

- ☐ Communicate with the GS coordinator responsible for your program about the number of applications started and submitted and make a plan for winter quarter outreach activities.

January/February

- ☐ Hold at least one information session in the month of January/early February. More may be needed if your seminar is significantly under-enrolled.
- ☐ Communicate with the GS program manager responsible for your program about the number of applications submitted after the February 1 "early bird" deadline.
- ☐ Discuss with the GS coordinator responsible for your program whether extra last-minute recruiting events are needed. Sometimes an in-person information session with food and/or a cultural activity can help attract students' interest when previous information sessions have all been virtual.
- ☐ Send a welcome email to the students enrolled in your class introducing yourself.

- ☐ Schedule a time in late April or early May to hold a pre-departure orientation for your students.

March

- ☐ Under-enrolled global seminars (fewer than 15 students) will be canceled.
- ☐ Attend an introductory meeting with the provider to meet the on-site staff and begin the process of finalizing the exact itinerary dates.

April

- ☐ Join a group chat to facilitate pre-departure communication with students enrolled in your program (optional but encouraged). The GS team can facilitate setting up the group on WhatsApp or a similar chat platform.
- ☐ Hold your mandatory pre-departure orientation session (April or May).
- ☐ Attend the mandatory Travel and Pre-Departure Logistics Faculty Workshop.

May

- ☐ Attend the mandatory Health, Safety & Risk Management Faculty Workshop.
- ☐ Attend the mandatory Pedagogy & Academic Integrity Faculty Workshop.
- ☐ Hold an in-person gathering for the students on your program. This is a chance for the students to interact with you and with each other in a less formal setting. For example, in the past some Global Seminar faculty have hosted a pizza night and shown a movie that was relevant to their course, while others have held an informal session to cover more details about the courses.

June

- ☐ Register for [UC Travel Insurance](#). If you booked your flight through Concur, you should have been registered automatically.
- ☐ Summer session 1 faculty will arrive in country by Saturday, June 26, a couple days before the official program start date on June 28.
- ☐ Attend mandatory in-country student orientation, which is led by the local provider on Monday, June 28.

July

- ☐ For summer session 1 programs: Remind students complete evaluations during the last week of the program. The students will receive the evaluations by email.
- ☐ Summer session 1 Global Seminar classes end on Friday, July 30.

August

- ☐ Summer session 1 students take return flights on Saturday, July 31.
- ☐ Summer session 1 faculty take return flight on Sunday, August 1.
- ☐ For summer session 1 programs: Complete faculty evaluation after the program is over. Check your email for a link.
- ☐ Summer session 2 faculty will arrive in country by Saturday, July 31 for an August 2 program start date.
- ☐ Attend mandatory on-site student orientation, which is led by the provider, on Monday, August 2.
- ☐ Summer session 2 classes begin on Monday, August 2.

September

- ☐ For summer session 2 programs: Remind students to complete evaluations during the last week of the program. The students will receive the evaluations by email.
- ☐ Summer session 2 programs end on Friday, September 3.
- ☐ Summer session 2 students take return flights on Saturday, September 4.
- ☐ Summer session 2 faculty take return flight on Sunday September 5.
- ☐ For summer session 2 programs: Complete faculty evaluation after the program is over. Check your email for a link.

Upon Return

- ☐ Organize and submit all receipts by category and date ASAP. The Study abroad office manager will provide further details about the reimbursement process and will answer questions as needed. **It is imperative that all receipts be submitted within two weeks of the end of the Global Seminar to expedite reimbursement. We are unable to process receipts that are not properly sorted and/or if they are submitted late.** Per UC policy, receipts must be itemized and may not be for alcohol or include charges for non-Global Seminar participants.
- ☐ Help recruit new GS faculty for the coming year.
- ☐ Consider serving on committees and governing bodies where you can advocate for international education.

Important Contact Information

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