



NOMINATION COVER SHEET

Franklin College of Arts and Sciences

International Visiting Professor

NOMINATED BY: _____

DEPARTMENT: _____

EMAIL: _____

VISITING PROFESSOR NOMINEE

NOMINEE NAME: _____

NOMINEE’S HOME INSTITUTION: _____

COURSE PROPOSED

PREFIX(S) & NUMBER(S) FOR COURSE PROPOSED: _____

☐ Split Level ☐ Cross Listed

COURSE TITLE: _____

DEPARTMENTAL RESPONSIBILITY

PLEASE NOTE:

It is the host department’s responsibility to:

- Plan and arrange for a course that successfully attracts strong student enrollments;
- Plan and arrange for all course materials, book orders, and an appropriately equipped classroom;
- Arrange for an office space equipped with a computer and printer for use by the visiting professor;
- Work with the visiting professor to develop a syllabus, become oriented to the academic calendar, and ensure his or her understanding of expectations, policies, and procedures related to teaching the course.

Signature and Name of Department Head or Director accepting this responsibility:

Head/Director signature

Head/Director name printed here