



# 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 \_\_\_\_\_