

MEMORANDUM

To: International Study Programs Advisory Committee
From: Jaime Ortiz, Vice Provost for International Study Programs
Date: October 15, 2025
Subject: International Study Programs Faculty Development Fund

The University of Texas Rio Grande Valley (UTRGV) has committed to position itself as a major global university. As such UTRGV International Study Programs will facilitate the strategic engagement of the department, college, institute, or center with its partners across the world to promote and enhance their worldwide brand, reputation, and visibility related to global educational instruction, scholarly research, and experiential learning both inside and outside the classroom to graduate world-class, cross-culturally diverse, and competent individuals.

To further faculty involvement in the globalization process of the university, I have established the International Study Programs Faculty Development Fund (ISPFDF) to increase both the assortment and quality of UTRGV's global programs by helping faculty defray the costs of engaging in innovative global activities. Examples of which are: i) developing a global course or seminar, ii) facilitating the creation and implementation of a faculty-led education abroad program, iii) sponsoring the visit of an internationally-renown guest speaker, iv) presenting at scholarly conventions or professional conferences, or v) supporting memberships of an international academic center or program.

The ISPFDF will be implemented as follows:

1. UTRGV International Study Programs will allocate \$750.00 per fiscal year to up to three faculty members not holding an administrative assignment per college towards the development or enhancement of a global initiative.
2. Interested faculty members will prepare a brief proposal describing the purpose of the global initiative, highlighting its benefits to UTRGV, presenting a travel itinerary, and itemizing the use of the funds requested. The **ISPFDF form** will require the signature of the department chair and dean.
3. The proposal should be submitted to UTRGV International Study Programs at least one (1) month in advance of the intended start date for the global initiative. A decision will be made by me, in consultation with UTRGV International Study Programs within a week.
4. It is expected that the sponsoring academic department, college, institute, or center will also contribute, in at least similar terms, to the related expenses of the faculty member. Any additional funds required should be sought from other sources.
5. Faculty recipients must provide a report to UTRGV International Study Programs based on the leads, outcomes, or results of the funded global initiative within one (1) month of its completion.

Please send an email UTRGV International Study Programs with any questions or concerns to jaime.ortiz@utrgv.edu.

ISP FACULTY DEVELOPMENT FUND FORM

ISP Initiative: _____

Faculty: _____

College: _____ Department: _____

Email address: _____ Extension: _____

Description

Amount Requested: \$ _____ College/Department Contribution: \$ _____

Signature: _____ Date: _____ Department Chairperson

Signature: _____ Date: _____ Dean of College