

**JMU SEMESTER ABROAD
FACULTY MEMBER IN RESIDENCE (FMIR)**

APPLICATION CHECKLIST
please attach to your application

Name: _____

- Meet with study abroad program director
- Antwerp—Molly Brown
- Florence—John Scherpereel
- London—Dietrich Maune
- Salamanca—Felix Wang

Talk to department chair about term and course and/or research proposal

Have FMIR application signed as indicated below:

| | | | |
|-------------------|------------------------------|---|---|
| SIGNATURES | Approval of teaching release | <input type="checkbox"/> Department Head | |
| | Course Proposal Approvals | <input type="checkbox"/> Department Head <input type="checkbox"/> Chair of Curriculum Committee <input type="checkbox"/> Dean <input type="checkbox"/> Study Abroad Program Director | <input type="checkbox"/> not proposing a course |
| | Research Proposal Approvals | <input type="checkbox"/> Department Head <input type="checkbox"/> Dean <input type="checkbox"/> Study Abroad Program Director | <input type="checkbox"/> not proposing research |

Attach résumé or curriculum vitae

Submit to CGE by deadline of October 18

Reactivate a previously submitted application:

- 1) Applicant should email Taryn Roberts, robertte@jmu.edu, requesting reactivation, attaching this checklist
- 2) Department Head should submit email or memo approving teaching release of term(s), to be attached to the reactivated application