



**APPENDIX B
Institutional Approval Form**

- Application to Teach in the _____ Existing TnCIS Study Abroad Program
- Proposal for a New TnCIS Study Abroad Program

Faculty member, _____, from your institution has applied to teach in an existing TnCIS program or proposed a new study abroad program with TnCIS. Per TBR guidelines, all international programs must be approved by the institution of the applicant/proposer. All supporting documentation has been forwarded with this form and should be reviewed by the appropriate officials at your institution in order to approve the application or program proposed. Please contact the TnCIS office at 865-539-7279 if you have any questions.

The following supporting documents must be reviewed:

1. Email notification of online faculty application submission
2. Faculty CV (short form)
3. Proposed course syllabus

Signatures below indicate that the documentation has been reviewed and approved for inclusion in an existing or proposed TnCIS program. Signatures also indicate that the faculty member is SACS qualified to teach the proposed course at

Name of TnCIS Member Institution

Approval by appropriate campus supervisor(s): _____
Printed Name

Signature *Date*

Approval by Dean (if applicable): _____
Printed Name

Signature *Date*

Approval by CAO: _____
Printed Name

Signature *Date*

Approval by President: _____
Printed Name

Signature *Date*

Approval by TnCIS campus representative: _____
Printed Name

Signature *Date*

IMPORTANT: After all signatures are received, please email *only* this completed form to TnCIS at tncis@pstcc.edu. Do not email any other supporting documentation. Electronic versions of all documents have already been received through the online application process.