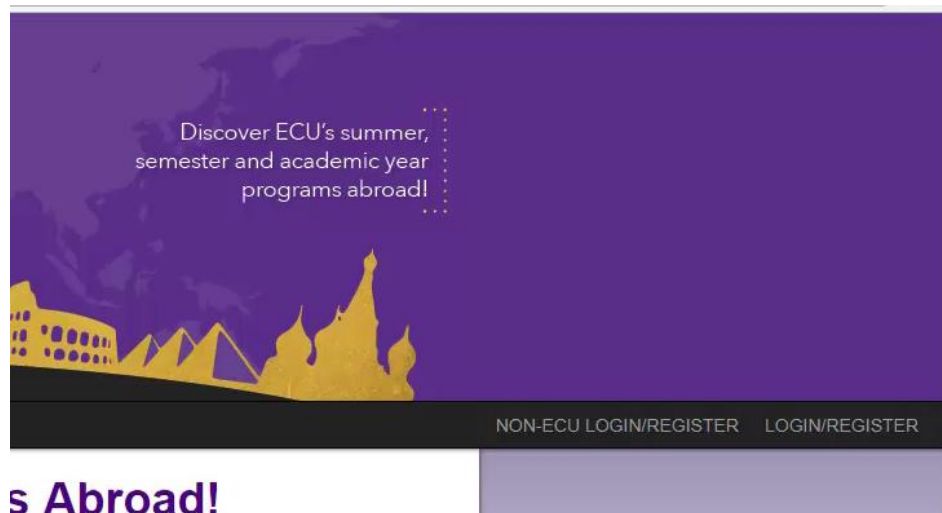


1. For chair and deans to review faculty-led study abroad program proposals, you must go to <http://piratesabroad.ecu.edu>. Chairs and deans have been setup on this site to view proposal applications within their department. From piratesabroad.ecu.edu, click 'Login/Register' on the right hand side of the screen to login using your pirateid and passphrase.



2. Once logged in, you should be taken to the Reviewers homepage. If this is not what you see, you can click the home icon on the left side of the screen to view the different homepages available. You should click Reviewer here to get back to the homepage, and can click this at any time to return to this page.

Reviewers : Home

My reviews

Pending review

All programs

Showing 1 to 1 of 1 entries

Show entries

Search:

Previous **1** Next

Name	Program	Application cycle	Application status	Review status	Recommendation
Taylor, Alan	Faculty-Led Proposal	Summer 1, 2019	Pending	Incomplete	No recommendation

TIMELINE

3. Under My Reviews, there are 3 option to filter the results you see. First, you can filter by review status. Pending review will show all programs which have not been reviewed by you yet. 'Review Submitted' will show the programs for which you have already submitted a review. All will show all proposals, regardless of whether you have submitted a review or not. In the app cycles section, you can filter your results to a certain time period. For example, if you would like to filter for proposals only in the future, you can select them from the drop down box. Finally, you can filter by program – in this case, you would want to filter by Faculty-Led Proposal. This gives you the list of proposals in your department.
4. You can review the proposal by clicking on the faculty member's name. On this page, you have the full program proposal. You can scroll down to view the faculty member's responses to required questions. You also have the option to minimize sections by clicking on the headings. The faculty members have the option to attach documents throughout their proposal. In this proposal, you can see that the syllabus was attached. Click on the syllabus to open the document in Word.

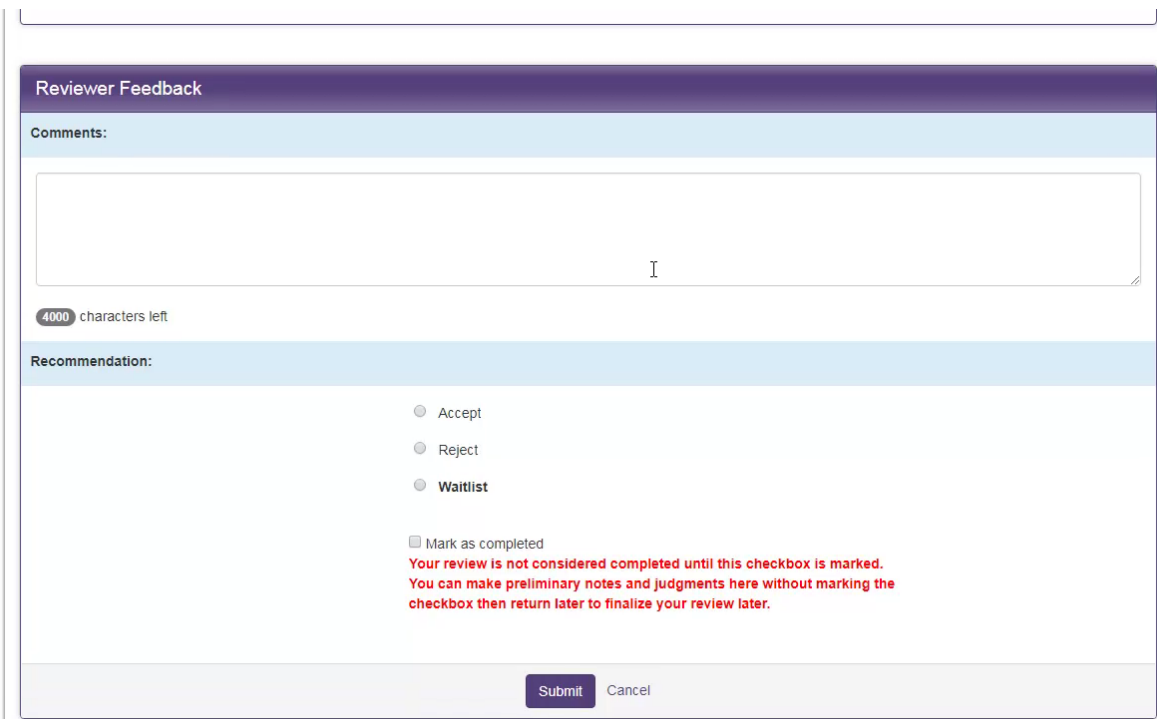
The screenshot displays a web interface for reviewing a proposal. At the top, it says "Reviewers : Review: Alan C Taylor". Below this, there is a section for the reviewer's profile and application details. The reviewer's name is "Taylor, Alan C" with a link to "Edit Profile". The application type is "Faculty-Led Proposal" for "Summer 1, 2019", with a status of "Pending" and the role of "Program Enrollment Applicant". On the right, it shows the creation and update dates as "04/16/2018" and the last viewed date as "04/16/2018" by the applicant. There is also a note "(add principal application)".

Below the profile section, there are three expandable sections: "Profile", "Applicant Information", and "Custom Parameters". The "Applicant Information" section is currently expanded, showing a table with the following data:

Gender:	M
Date of Birth:	
Confidentiality Flag:	
Email Address:	tayloral@ecu.edu
SMS Email Address:	
CC Email Address:	

The "Custom Parameters" section is currently collapsed.

5. Once you are finished reviewing the proposal, you will enter your approval in the Reviewer Feedback section at the bottom of the proposal. You may leave comments – these are for the Office of Global Affairs to view and are not reported to the faculty member. You may then click to Accept, Reject, or Waitlist the proposal. It is highly unlikely that you would choose to waitlist a proposal, but if you do, you should add comments to let the Office of Global Affairs know why. One example may be if the program is underdeveloped and you would like the faculty member to complete more items. After choosing your recommendation, click the checkbox to Mark as Completed and click Submit. If you do not wish to make a recommendation yet, you may click cancel to review again later.



The screenshot shows a web interface for 'Reviewer Feedback'. It features a purple header bar with the title 'Reviewer Feedback'. Below this is a light blue section labeled 'Comments:' containing a large text area with a cursor. A character count '4000 characters left' is visible. The next section is also light blue, labeled 'Recommendation:'. It contains three radio button options: 'Accept', 'Reject', and 'Waitlist'. Below these is a checkbox labeled 'Mark as completed'. A red text warning states: 'Your review is not considered completed until this checkbox is marked. You can make preliminary notes and judgments here without marking the checkbox then return later to finalize your review later.' At the bottom right, there are two buttons: 'Submit' (purple) and 'Cancel' (light blue). The Windows taskbar is visible at the very bottom of the image.

If you require additional assistance on navigating the site, please reach out to the Study Abroad Office at studyabroad@ecu.edu.