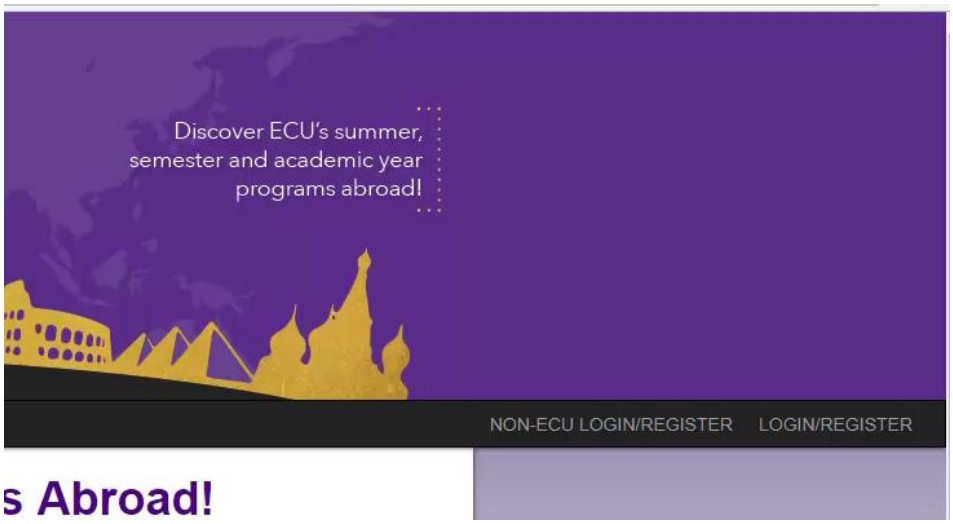
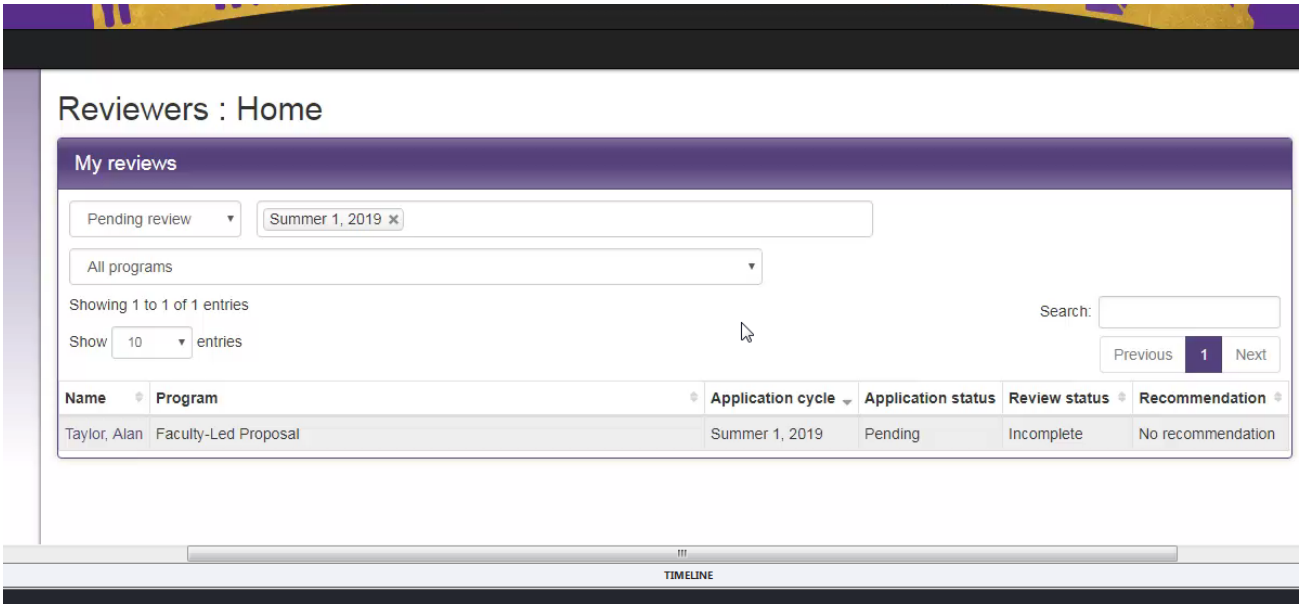
1. For chair and deans to review faculty-led study abroad program proposals, you must go to http://piratesabroad.ecu.edu. Chairs and deans have been setup on this site to view proposal applications within their department. From piratesabroad.ecu.edu, click 'Login/Register' on the right hand side of the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

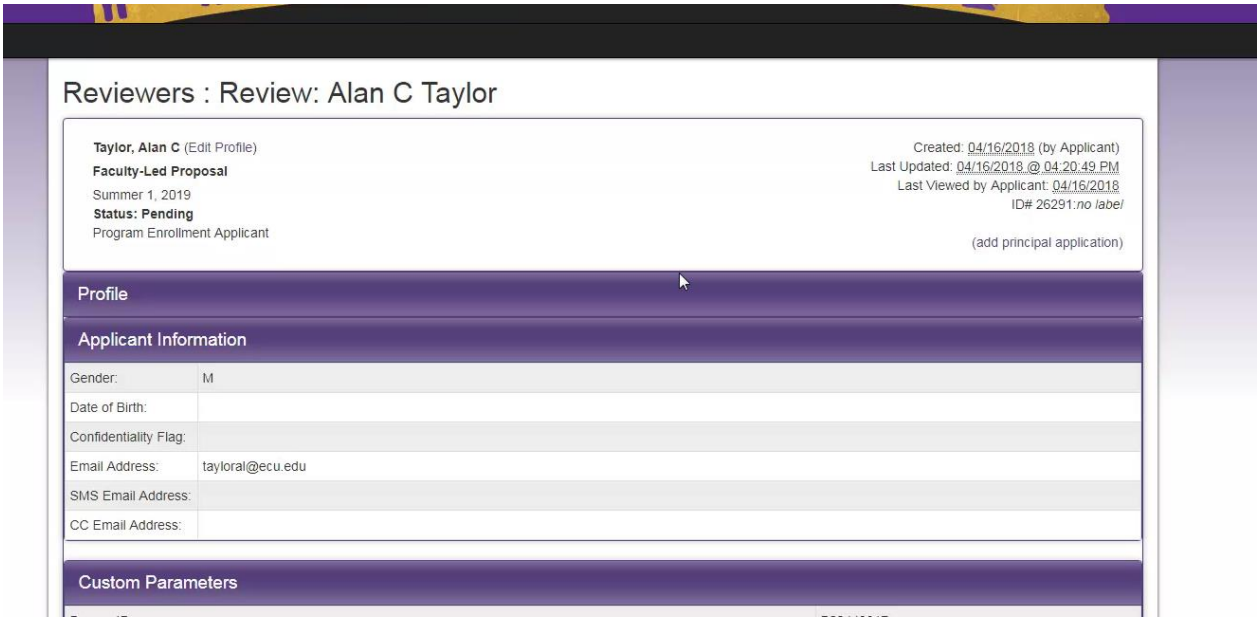



2. Once logged in, you should be taken to the Reviewers homepage. If this is not what you see, you can click the home icon on the left side of the screen to view the different homepages available. You should click Reviewer here to get back to the homepage, and can click this at any time to return to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

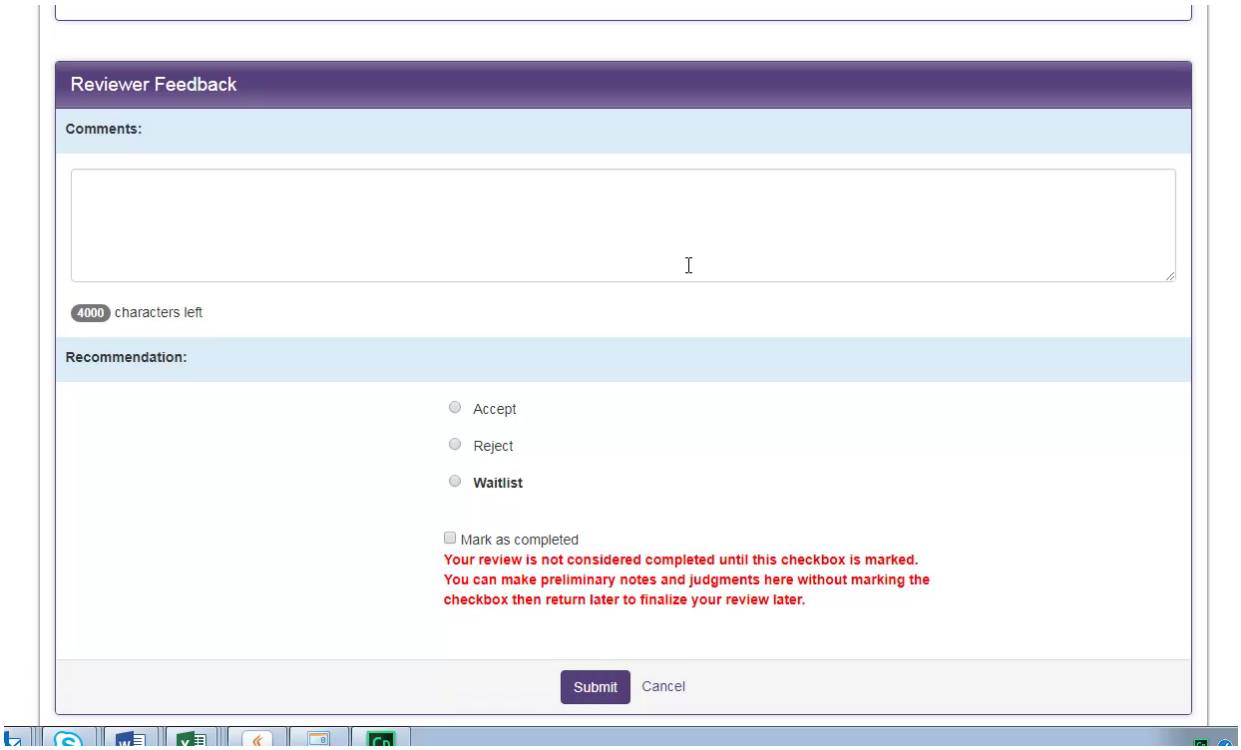


3. Under My Reviews, there are 3 option to filter the results you see. First, you can filter by review status. Pending review will show all programs which have not been reviewed by you yet. 'Review Submitted' will show the programs for which you have already submitted a review. All will show all proposals, 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.



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.




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