"OIP Ideas" Proposal Guidelines

The Office of International Programs invites you to submit ideas for changes or innovations to what we do. These could involve processes at the unit level or the office as a whole. We encourage you to thoroughly develop an idea, and use this process as a platform to present ideas that will improve or enhance the work of OIP.

Please provide a written proposal 1-2 pages in length using the three sections below as a guide.

I.   Overview of the issue or area for improvement. Why should it be changed?
II.   Detailed description of the change being proposed. How will it be implemented?
III.   Projected impact which includes a cost/benefit analysis. (The cost/benefit doesn't necessarily have to be quantified. Some processes lend themselves to numbers and others don't.)

Proposals should be sent to your supervisor, with a copy to the director of your unit (if that's a different person), the vice provost, and the hiring and retention manager. They can be submitted by individuals or teams, and at any time.

Thank you!