



## FACULTY-LED PROGRAM ABROAD DIRECTOR'S AGREEMENT

(Version 10/31/2017 Rev 28Jan2018)

Faculty members leading a program abroad, while taking on a special set of responsibilities as detailed below, have an extraordinarily positive effect on the lives of student participants.

This agreement serves to confirm that each individual desiring to lead or co-lead a program abroad (1) is eligible to do so as defined by the Director Abroad Manual, (2) understands the overall duties, mandatory training and resources that he/she will need both on campus and at the program site, in order to plan, implement and lead a program abroad (3) understands that preparation and implementation of any new or renewing program abroad can be physically and mentally rigorous for anyone in the functions listed below and (4) affirms that they are fully capable of accomplishing the duties and responsibilities listed below.<sup>1</sup>

### **Agreement to Follow Policies and Practices During Planning and Implementation of Program Abroad:**

I will read, understand and will comply with the policies and practices for Faculty Directors of Auburn Abroad programs as detailed in the following items found on the Auburn Abroad website, [www.auburn.edu/studyabroad](http://www.auburn.edu/studyabroad), under "Program Administration":

1. Director Abroad Manual
2. Auburn Abroad Administrative Forms
3. Managing International Travel Crises Manual and presentation materials
4. Other training as designated by Office of International Programs - Auburn Abroad Office in agreement with the Office of Campus Safety
5. Academic Policies as detailed in Faculty Manual housed in Office of the Provost
6. Travel policies as outlined by AU Procurement and Payment Services

### **Sources of Information for Duties Listed:**

The duties listed in this document as well as the resources listed above are patterned after the standard program abroad director's duties as described in NAFSA Education Abroad materials, the Forum on Education Abroad materials and current Auburn University Auburn Abroad program administration practices.

### **Agreement Duration:**

This agreement covers the period starting with program planning and implementation through the end date of the program and grade posting for courses on the program. It can be extended if there are issues involving the program named in this agreement.

### **Program Setup - Administrative and Financial Stewardship:**

1. I understand that no faculty director creates and implements a program alone. I will identify and work with

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<sup>1</sup> To arrange for reasonable workplace accommodations, please contact the Office of AA/EEO at 844-4794.

the chair and staff of the department sponsoring the program and the Auburn Abroad College Liaison to set up the financial, administrative, course set-up, recruiting and student preparation aspects of the program abroad that I will be leading.

2. I accept the administrative and financial stewardship of the program which includes:
  - a. Working with departmental and university administrative staff to complete the duties required to set up and implement the program abroad. Including but not limited to:
    - i. Identifying program location and conducting site visit (see need for and protocol for site visits in Director Abroad Manual).
    - ii. Identifying vendors, getting vendor agreements and required PPS documents from the vendor, obtaining appropriate approval on these agreements, and providing these documents to appropriate departmental staff for paying invoices.
    - iii. Setting up FOAP accounts for financial transactions.
    - iv. Working with departmental staff and Auburn Abroad College Liaison to develop detailed budget prior to determining student program fee.
    - v. Providing timely and complete information to allow departmental staff to bill students and pay vendor invoices and other transactions such as insurance charges. Billing only "accepted" students.
    - vi. Accounting for my expenses and/or advances in accordance with university policies.
  - b. Working with the Auburn Abroad College Liaison to review all duties. Additional information on these duties can be found in the Director Abroad Manual. Other duties may be designated in writing by the department chair of the department sponsoring the program abroad.

#### **Program Marketing and Student Participant Preparation:**

1. I understand it is my responsibility to advertise and recruit students for the program which includes:
  - a. Providing complete and accurate planning documents and program information on a timely basis to the Auburn Abroad College Liaison so that Auburn Abroad can create an online brochure and activate the online application.
  - b. Providing students with enough program information such as location, housing, costs, courses, etc. in order for students to make an informed decision.
  - c. Marketing the program through class presentations, conducting information sessions, utilizing social media, meeting with students and participating in Auburn Abroad Study Abroad fairs and other marketing activities.
  - d. Responding to student's and parent's questions and/or concerns regarding the program.
2. I understand that it is my responsibility to accept students into the program. This includes:
  - a. Accepting enough students to meet the minimum student participation requirements as determined by the program abroad budget. Note: The Department sponsoring the program can adjust the minimum to fit their goals.
  - b. Working with my department to ensure that the program abroad has enough faculty on-site for the number of accepted students. The general guideline is one faculty member for every 15-20 students.
  - c. Informing accepted students in writing that they have been accepted into the program, listing costs, updated program information and dates for program specific information sessions, payment dates, etc.
3. I understand that it is my responsibility to conduct the following sessions for accepted students:
  - a. Program and site-specific information sessions addressing updated information regarding

itineraries, logistics, and academic and behavioral expectations.

- b. Program-and site-specific emergency preparedness pre-departure session(s) before departing Auburn. This will be in addition to the Mandatory Health and Safety Predeparture sessions that Auburn Abroad staff provide for students.
4. I will only accept student participation changes (i.e. students who have been accepted into the program and want to drop courses or who want to withdraw from the program) in writing (emails acceptable) from students and I will report these changes in a timely fashion to the Auburn Abroad College Liaison .

**Academic Course Identification, Set up, Implementation and Grading:**

1. I understand that I am responsible for working with my department to handle the academic components of the program. This includes but is not limited to identifying, in writing:
  - a. The courses that will be taught on the program.
  - b. The names of faculty who will be the “faculty of record” where course sections are to be set up.
2. I understand I am responsible for working with the Auburn Abroad College Liaison to set course sections up in a timely fashion. The liaison, in turn, is responsible for informing you, as program director, of any problems in setting up courses sections.
3. I understand I am responsible for insuring that the course requirements are completed for each course as part of the program abroad and that students are informed, on a timely basis, of any work required by students outside of the program abroad dates, as well as work due on the program.
4. I understand I am responsible for reporting and posting course information and accompanying grades accurately and in a timely fashion.

**Emergency Preparation Prior to Departure Date:**

1. I will complete the faculty international emergency training, reading/understanding materials and completing forms, as indicated by Auburn Abroad Staff in connection with Office of Campus Safety. This training covers faculty liability, responsibilities for a variety of emergency situations, Title IX, Clery and resources at AU and elsewhere who will need to be contacted in cases of emergencies.
2. I will use this training as a guide for developing on-site emergency protocols.
3. I will also work with this program’s other faculty members who are designated as leaders, directors, co-leaders, and co-directors to ensure that they complete emergency training and attend predeparture sessions.
4. I will provide the Auburn Abroad College Liaison with the following in writing:
  - a. Final program itinerary.
  - b. Date that I, any co-leaders and any graduate assistants responsible for oversight of students, will be on-site on the program.

5. If graduate students are expected to supervise students on the program abroad, it is my responsibility to ensure that they complete the same emergency training that leaders and co-leaders complete and attend predeparture sessions.
6. I will conduct a site-specific orientation prior to departure to review program and on-site emergency protocols, and academic and behavior expectations, as well as other topics as needed, and also remind students to attend the mandatory Pre-departure Health and Safety Abroad Session conducted by the Auburn Abroad staff.

**On-Site Program Administration and Handling on-site Behavior Issues and Emergencies:**

1. I will conduct an on-site orientation shortly after arrival at program destination(s) to address local logistics and emergency protocols, reconfirm academic and behavior expectations, and discuss how to handle health and well-being issues, as well as the location of resources and the protocol for accessing these resources.
2. I will require that students report travel logistics and contact information for any trips away from the program site during the program dates.
3. I understand that as the faculty director on-site I am responsible for the supervision and direction of student participants in the academic, intercultural and behavior expectations of the program. This includes direct in-person supervision of students on mandatory excursions during the program.
4. I understand I have primary responsibility, along with other directors/ leaders, for supervising and monitoring the welfare of student participants. I also understand I have primary responsibility for supervising and monitoring their conformance to Auburn University policy and other applicable policies, rules, regulations and standards of conduct.
5. As part of this supervisory role, I and other directors on the program will plan frequent times during the program for sessions with students so that they can process their intercultural experiences.
6. I understand I am responsible for responding to health and safety problems that arise during the program, whether emergency or routine in nature and utilizing the AU International Travel Emergency Insurance Plan's 24/7 call center, their case managers and Auburn University resources as indicated in the Managing International Travel Crises materials.
7. I understand that I am also responsible for locating all students in the event of an individual or group emergency during the program.
8. I agree to contact Auburn Abroad Office and my department chair in a timely manner regarding student behavioral problems, serious health issues and accidents, Title IX, Clery incidents, group incidents, logistical problems, and problems with my own health and well-being, etc., so that these offices/departments may work with other Auburn University administrators and staff as well as the AU International Travel Emergency Plan centers and case managers / others to assist me in efforts to maintain the health and welfare of the individual participants and group, and to minimize liability for the faculty leaders, co-leaders and assistants on the program and Auburn University.
9. Special note on contacting parents in connection with emergencies abroad: I will provide the Auburn Abroad

Office <sup>2</sup> with the appropriate information needed to contact parent(s) in the event of an individual or group emergency and I will update this information on a continuing basis per protocol in the Managing International Travel Crises Materials.

Indicate if additional duties, required by department chair of the department sponsoring program, are attached:  
 Yes  No

**Information on Liability Insurance:**

The Auburn University Employee Benefits handbook, Section 9.2.2, indicates that “Auburn University has implemented a Comprehensive General Liability Insurance Plan. This plan provides insurance protection in accordance with the terms and conditions of the policy, from the legal liability which could result from events occurring during the course of performing their [the employee’s] duties for the University.”

**Signatures:**

**By signing, you agree to accept responsibility for insuring that all tasks above are completed. The Department Head/Chair and Dean indicate their commitment to the program abroad, including logistical matters.**

x	x	x
<b>Program Name</b>	<b>College Sponsoring Program</b>	<b>Program Start/End Date</b>
<b>Indicate your function:(check one):</b>	<input type="checkbox"/> <b>Faculty Leader/ Director</b> <input type="checkbox"/> <b>Faculty Co-Leader/Director</b> <input type="checkbox"/> <b>Graduate Assistant with student oversight</b>	
x	x	x
<b>Print Your Name</b>	<b>Signature</b>	<b>Date</b>
x	x	x
<b>(Print Name) Department Chair/Head of the Department sponsoring the Program</b>	<b>Signature</b>	<b>Date</b>
x	x	x
<b>(Optional – If position exists in college) (Print Name) Director of Global Programs</b>	<b>Signature</b>	<b>Date</b>
x	x	x
<b>(Print Name) Dean of College Sponsoring Program</b>	<b>Signature</b>	<b>Date</b>

*Return original document to the Auburn Abroad College Liaison Signees keep a copy as well.*

<sup>2</sup> An Auburn Abroad Staff member is on call 24/7 and can be reached by email or emergency phone number listed in materials provided for faculty abroad emergency training. In addition, all AU Faculty Program Abroad Directors will have the COLLECT phone number of the AU International Travel Emergency Insurance Plan’s 24/7 call center (multiple banks of phones) and case managers.