

## **Academic Program Director and Study Abroad Faculty Responsibilities**

In assuming the role of the Academic Program Director (APD) or Study Abroad Faculty, you must understand and accept the following responsibilities:

### **I. Planning stages**

- Submit all required program proposal materials for approval by the required deadlines.
- Develop program scope and solicit proposals from potential providers. While the APD is responsible for developing the study abroad program, the Study Abroad Office has final approval of program provider and determining that risks to health and safety have been properly addressed and mitigated.
- Provide program text/content to the Study Abroad Office by the required deadline so that promotional materials, website and applications can be developed for the program.
- The APD must actively collaborate with the Study Abroad Office regarding handouts, website, contracts, etc. to ensure accuracy of information.
- Promote the program actively by providing information sessions, in-classroom presentations, meetings with colleagues, etc.
- Participate in the Study Abroad Fair.
- Faculty are responsible for the academic development of the course/program. The APD, in collaboration with the Study Abroad Office, will work with the provider to determine needed services.
- The APD will coordinate all program logistics with the provider.
- Attend all mandatory meetings training and workshops.
- The APD must maintain constant communication with the provider(s) throughout the process.
- Follow all policies and procedures established by the Texas State University System, Texas State University and the Study Abroad Office.

### **II. Prior to departure**

- The APD is responsible for organizing pre-departure orientations to provide information such as program expectations with students, review emergency response procedures, and discuss health and safety concerns.
- Respond to student inquiries about the program.
- Review online applications.
- Develop and communicate expectations (academic and behavioral) to all participants.
- Provide students with course syllabi for the program.
- Communicate with students periodically and enforce deadlines and requirements.
- The APD must arrange to have a functioning 24/7 phone for the entire duration of the program. For remote locations, the Study Abroad Office can provide a satellite phone to the APD.
- The APD must inform the students of all program itinerary updates, as well as provide arrival instructions and contact information. The APD must develop and communicate a plan for the group in case a flight or other form of transportation is missed.

- Ensure that all students are enrolled in the approved courses and verify class rosters.
- The APD must designate a backup person on whom the participants can rely if s/he becomes incapacitated and communicate this information to the Study Abroad Office one month before departure.
- The APD will distribute insurance ID cards to students as needed, and ensure that students are informed about how to access these services.
- Provide assistance in emergency situations and contact ISOS as the situation requires.
- Become familiar with the Health and Safety Preparation and Response Guide for Study Abroad Faculty-Led Programs as well as the local emergency services at the study abroad location prior to departure.
- The APD must notify students of any immigration requirements and inform students of the possibility that the host country authorities have the right to deny entry to any incoming traveler. Texas State has no control in these decisions, so the participants have the ultimate responsibility to carry all documentation that may be required for immigration purposes.
- The APD must submit the Emergency Action Plan to the Study Abroad Office prior to departure for review and approval. The approved plan must be shared with all participants at least two weeks prior to departure.
- Sign up for ISOS alerts by downloading the ISOS app and with the U.S. Department of State's Smart Traveler Enrollment Program (STEP) <https://step.state.gov/step/> to receive important information from the Embassy about safety concerns in the destination country.
- Monitor travel advisories and consular information sheets at <http://travel.state.gov/>.
- The APD must communicate with the Study Abroad Office once the application deadline has passed in order to confirm program enrollments.
- The APD must maintain communication with the Study Abroad Office regarding students' enrollment/withdrawals. The Study Abroad Office must be immediately notified of any student withdrawal.
- Once the program proposal has been submitted, the APD must work with the Study Abroad Office on any significant changes made to the program. The APD must notify the students accordingly.
- Once the contract has been finalized and executed, the APD must comply with all contract terms and conditions including Texas State export control regulations.

### **III. On-site Student Support**

- The APD must ensure that all services provided by the provider or partner institution are in accordance with the signed contract.
- Participate in all activities that are part of the program.
- The APD is expected to resolve problems or conflicts, as provided through the Texas State Code of Student Conduct, which may emerge between or among individuals within the study abroad group, and to notify the Study Abroad Office of any student behavior problems when necessary.
- If information is not available prior to departure, upon arrival the APD must inform all participants as well as the Study Abroad Office of the 24/7 phone number and/or the street address where s/he can be contacted during the program.

- Follow Texas State emergency protocols outlined in the Health and Safety Preparation and Response Guide for Study Abroad Faculty-Led Programs.
- The APD must contact the Study Abroad Office confirming the well-being of the group immediately after any event that may raise concerns about health and safety.
- All faculty must remain on site during the entire duration of the program. Any personal travel or other professional travel plans (such as conferences) will need to be done before or after the program.
- The APD will remain accessible 24/7 to students during the entire program period and ensure that other program faculty members remain accessible to students as well.
- The APD will serve as the point of contact for students, Texas State, and parents and/or family members of program participants during application and pre-departure process.
- Provide leadership and model behavior that is consistent with the Texas State University Faculty Handbook guidelines. Study abroad faculty are representatives of Texas State at the study abroad location and are expected to uphold the University's shared values and policies and employ dignity, decorum, tact and discretion in both public behavior and the private handling of student problems and concerns.
- The APD will contact the Study Abroad Office as necessary to provide updates about the group.
- In keeping with the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) rules and regulations, faculty will encourage students to complete the program evaluations at the end of the program.
- The APD, in collaboration with the Study Abroad Office, has the authority to penalize or expel any student from the program whose behavior violates the Texas State Code of Student Conduct or whose behavior endangers the student or the group. However, before imposing a disciplinary sanction, the APD will (1) notify the student of the violation that he or she has committed (2) give the student an opportunity to rebut the allegations. (3) contact the Study Abroad Office to discuss the matter if the APD wants to expel the student from the program (4) fill out an incident report form (a copy can be found at the Study Abroad website).
- If the opportunity presents itself, faculty should offer to give a presentation to promote Texas State at the study abroad location.
- Follow FERPA and HIPPA requirements.
- Submit the faculty evaluation, which includes information on all aspects of the program and suggestions for improvement.

#### **IV. Grading**

- The class attendance policy in the program is to be consistent with Texas State attendance policy and financial aid regulations. The University expects students to attend every scheduled class meeting.
- Establish mandatory requirements for attendance for each course and publish in syllabus.
- Inform students of the course attendance policy during the orientation meetings.

- Let students know that they are responsible for understanding the attendance policy and for meeting those requirements. Establish that failure to meet the attendance requirements in a course may lower a grade and may affect financial aid compliance.
- Inform students of their grades for all completed work at the end of the program. Giving students this information will help avoid any conflict that may arise after the program is ended and when faculty may not be easily contacted for clarification.
- Certify rosters, and report grades to the Registrar's Office using the Texas State grading scale, following Texas State policies and procedures for this process. Failure to meet these requirements may cause cancellation of students' financial aid.
- As stated in PPS 4.07, Grades and Change of Grades, the "I" grade is a temporary grade used when students fail to complete a vital portion (final examination, paper, etc.) of the course due to conditions beyond their control. If an "I" is issued in a study abroad program, it is the responsibility of the faculty member to observe the policies and procedures of the department, college, and Division of Academic Affairs.
- The procedures and policies for a change of grade used on campus also apply to study abroad programs.

## V. Financials

- A month prior to departure, the APD must discuss any required travel advance deposits with the Study Abroad Office. Travel Advances and reimbursements of any type to faculty will be paid according to the method used for payroll (check or direct deposit). Faculty will be responsible for determining how best to handle these funds (purchase local currency or employ any method determined to be the most efficient and secure).
- Lodging arrangements for APDs and program faculty should be direct-billed through Texas State when feasible. Alternate arrangements must be made through the Study Abroad Office. For all programs, faculty are expected to stay in the same lodging as the students unless private accommodations are not available or when students will be living with host families.
- Faculty will submit a log and receipts for all expenses (except for per diem) presented for reimbursement to the Study Abroad Office and must keep all receipts for expenses incurred during the program. (In cases in which receipts cannot be obtained in the country of study, it becomes even more important to maintain an accurate account in the personal log). Below are examples of some of the expenses that are NOT allowable:
  - Expenses of faculty's family members;
  - Personal travel before, during or after the program;
  - Consumption of alcoholic beverages by Texas State students and faculty;
  - If a faculty member decides to cancel his/her participation in the program s/he will be responsible for all expenses related to the cancellation such as airline; ticket, housing reservations, etc.;
  - Personal items (including personal hygiene);
  - Medical bills for students or faculty;
  - Tips for personal services.

- Faculty stipends will be paid at the completion of the program according to the delivery method selected (Extension vs. formula funded) and the type of appointment. Stipends will be processed following the deadlines and procedures established by the Office of Faculty and Academic Resources.
- With the information available from the provider, data from previous years and input by the APD, the Study Abroad Office shall develop a program budget. All unused funds must be returned to the Study Abroad Office and will not be considered to be part of the program for future use.
- Texas State does not allow students to bring personal guests to the program. Faculty are discouraged from bringing family/friends during the program; should a faculty member decide bring guests, guests should not interfere with the role of the faculty, or have an impact on the daily operations or budget of the program.
- Any equipment or special purchases for a program are property of the Study Abroad Office and must be returned to the Study Abroad Office at the completion of the program. Should a program be discontinued, this property may be used in other programs.
- Complete and submit program expenses within 10 business days of the return date. Program reconciliations not received within that time will be reported to the Department Chair, College Dean, Assistant Vice President for International Affairs and the Travel Office. Following university policy, any travel advance will become taxable after 30 days from the date when the faculty member returns from abroad.
- Meet with the Study Abroad Office as needed to reconcile the program expenditures.
- Faculty travel arrangements must be made through ASCOT Travel. If faculty elects to make reservations independently, the airfare will be reimbursed based on the program budget. Any difference in cost will need to be absorbed by the faculty member. Airfare purchased by faculty will not be reimbursed until the program is complete.
- Faculty are not allowed to drive vehicles with student passengers outside the United States. Local drivers must be secured for all non-public transportation needs. If for any reason the faculty member elects to rent and/or drive a vehicle, s/he assumes all liability and personal responsibility including costs, insurance, and other incidentals. Vehicle rental outside the United States is not a reimbursable expense. Any exception to this policy requires presidential approval 45 days prior to program departure.
- All expenses not previously approved by the Study Abroad Office will not be reimbursed. Additional funds are primarily used as a contingency in case of cost overruns, but, when advisable and with previous approval of the Study Abroad Office, may also be returned to students through a program fee reduction or passed along as added value by adding an excursion or service to the program.

*I give Texas State University or any of its agent's authority to take whatever action that they determine advisable regarding my safety and health.*

*I agree that Texas State may terminate my participation in the program if I fail to maintain the program's standards, or if Texas State University determines that my conduct is detrimental to the welfare of the group/program. If my termination in the program is terminated, I will remain responsible for all program's fees.*