

Academic Program Director and Education Abroad Faculty Responsibilities

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

I. Planning stages

- Attend all mandatory meetings training and workshops.
- Follow all policies and procedures established by the Texas State University System, Texas State University and Education Abroad.
- Develop program scope and solicit proposals from potential providers. While the APD is responsible for developing the study abroad program, Education Abroad has final approval of program provider and determining that risks to health and safety and security have been properly addressed and mitigated.
- Faculty are responsible for the academic development of the course(s)/program. The APD, in collaboration with Education Abroad, will work with the provider to determine needed services.
- The APD will coordinate all program logistics with the provider.
- Submit all required program proposal materials for approval by the required deadlines.
- Provide program details/content to Education Abroad by the required deadline so that promotional materials, website and applications can be developed for the program.
- The APD must actively collaborate with the Education Abroad on handouts, website, contracts, etc. to ensure accuracy of information.
- Participate in the Education Abroad Fair.
- The APD must maintain constant communication with the provider(s) throughout the process.
- For remote locations and upon request, Education Abroad can provide an emergency satellite phone to the APD. The request for a satellite phone needs to be submitted along with the program application and the cost associated with this service must be included in the program's budget.

II. Prior to departure

- After the program proposal has been submitted, the APD must work with Education Abroad on any logistical changes made to the program. The APD must also notify the students accordingly.
- Promote the program actively by providing information sessions, in-classroom presentations, meetings with colleagues, etc.
- Respond to student inquiries about the program.
- The APD will serve as the point of contact for students, Texas State, and parents and/or family members of program participants during the application and pre-departure process.
- Review online applications from students.
- The APD must communicate with Education Abroad once the application deadline has passed in order to confirm program enrollments.
- APD should not confirm the final number of students or list of participants to the provider(s) without verifying the names of committed participants with Education Abroad.
- The APD must maintain communication with Education Abroad regarding students' enrollment/cancellations. Education Abroad must be immediately notified of any student withdrawal.
- Once the contract has been finalized and executed, the APD must comply with all contract terms and

conditions including Texas State export control regulations.

- 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, safety and security concerns.
- The APD must notify students of any visa 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.
- Encourage students to download ISOS app.
- Collaborate with Education Abroad by informing all students the importance of completing the required forms and ensure that all information is submitted promptly by student participants.
- Ensure that all students are enrolled in the approved courses and verify class rosters on or before the deadline.
- 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 (cost needs to be included in program's budget).
- The APD must inform Education Abroad and students of all program itinerary updates, as well as provide arrival instructions and contact information. The APD must develop and communicate a contingency plan for the group in case a flight or other form of transportation is missed.
- The APD must designate a backup person with whom the participants can rely if s/he becomes incapacitated, and communicate this information to Education Abroad by April 1st for summer programs and December 1st for spring programs.
- The APD must distribute insurance ID cards to students and ensure that students are informed about how to access these services.
- Must 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 education abroad location prior to departure.
- The APD must submit the Emergency Action Plan to Education Abroad for review and approval by April 1st for summer programs, and by December 1st for spring programs. The approved plan must be shared with all participants at least two weeks prior to departure.
- Sign up for MyTrips and 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.
- Encourage participants to sign up with STEP.
- Monitor travel advisories and consular information sheets at <http://travel.state.gov/>.

III. On-site Student Support

- The APD must contact Education Abroad confirming the well-being of the group immediately after any event that may raise concerns about health, safety and security. The APD will contact Education Abroad as necessary to provide health, safety and security updates about the group.
- If local contact information is not available prior to departure, upon arrival the APD must inform all

participants as well as Education Abroad of the local 24/7 phone number and the street address where s/he can be reached during the program.

- Follow FERPA and HIPPA requirements.
- 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 education abroad group, and to notify Education Abroad of any egregious student behavior problems per the Health and Safety Preparation and Response Guide for Study Abroad Faculty-Led Programs.
- Follow Texas State emergency protocols outlined in the Health and Safety Preparation and Response Guide for Study Abroad Faculty-Led Programs.
- All faculty must remain on site during the entire duration of the program. Any personal travel or other professional travel plans (such as conferences) must be scheduled before or after the program.
- The APD must remain accessible 24/7 to students and Texas State University during the entire program period and ensure that other program faculty members remain accessible 24/7 to students as well.
- Provide leadership and model behavior that is consistent with the Texas State University Faculty Handbook guidelines. Education 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.
- Provide assistance in emergency situations and contact ISOS as the situation requires.
- The APD, in collaboration with Education Abroad, 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 Education Abroad 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 on the Education Abroad website).
- In keeping with the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC) rules and regulations, faculty will encourage students to complete the program evaluations at the end of the program.
- Upon completion of the program, 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 has 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

- The program budget will be developed by Education Abroad using information provided by the provider, data from previous years, and input from the APD. After the budget has been finalized, any unused funds must be returned to Education Abroad and will not be available to the program in the future.
- Texas State does not allow students to bring personal guests on the program. Faculty are discouraged from bringing family/friends on the program; should a faculty member decide to 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 (please see complete guest policy attached).
- Faculty must provide dates of travel to Education Abroad by October 15 (spring programs) or March 1st (summer programs).
- All faculty travel reservations (flight, lodging, rail, etc.) must be made by November 1st (spring programs) or April 1st (summer programs). Faculty members who elect to make travel reservations after this deadline will be responsible for any additional cost.
- 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 travel arrangements (lodging, airfare and rail pass) must be direct billed through Texas State University. If this is not feasible, alternate arrangements must be made through Education Abroad. However, if faculty elects to make reservations independently, the cost of lodging/airfare/rail pass will be reimbursed based on the approved program budget. Any difference in cost will need to be absorbed by the faculty member. Lodging, airfare/rail pass purchased by faculty will not be reimbursed until the program is complete and all program expenses and receipts are submitted to Education Abroad and expense report is approved by the Travel Office.
- All budgetary decisions must be made in accordance with the program budget approved by Education Abroad. The amounts stated on the travel application are for internal use only.
- A month prior to departure, the APD must discuss the need for a required travel advance with Education Abroad. 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 manage these funds (purchase local currency or employ any method

determined to be the most efficient and secure).

- 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.
- Faculty will submit a log and receipts for all expenses (except for per diem) presented for reimbursement to Education Abroad 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 allowed:
 - 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 the airline ticket, housing reservations, etc.;
 - Personal items (including personal hygiene);
 - Medical bills for students or faculty; and
 - 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.
- Any equipment or special purchases for a program are property of Education Abroad and must be returned to Education Abroad at the completion of the program. Should the program be discontinued, this property may be used in other programs.
- Complete and submit all receipts within 10 business days of the return date. Program reconciliations not received by this deadline 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 Education Abroad if assistance is needed to reconcile the program expenditures. All expenses not previously approved by Education Abroad will not be reimbursed.

I give Texas State University or any of its agents the authority to take whatever action that they determine advisable regarding my safety, health and security.

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 I am terminated from the program, I will be responsible for all program's fees.

Education Abroad Programs Guest Policy

A successful faculty-led study abroad program depends on the full attention of the faculty leaders, whose primary responsibility is to ensure a safe and high-quality educational experience for all students. The following guidelines are provided to assist faculty in making informed decisions related to their guests while leading an education abroad program through Texas State University:

- Texas State does not allow students to bring personal guests or family members on the program.
- Faculty are discouraged from bringing family/guests on the program; should a faculty member decide to bring guests, guests may not interfere with the duties of the faculty members, or have an impact on the daily operations or budget of the program.
- It is recommended that faculty guests visit before or after the official program dates, or during a free weekend. It is also recommended that faculty guests not travel with the study abroad group on program field trips or weekend excursions because of the financial difficulties in maintaining a separation of program versus guest payments, the liability for the faculty member and the university, and the increased potential for misperceptions related to the purpose of the program (academic versus vacation)
- Faculty members are required to provide Education Abroad a list of all guests regardless of the duration of their visit.
- The following documents are required for all guests traveling on Education Abroad programs. These documents must be submitted by the given deadline:
 - Notification of Participation of Guests
 - T-4G (Release of Liability and Assumption of Risk for Foreign Travel for Guests)
 - T-4M (Release of Liability and Assumption of Risk for Foreign Travel for Minors)
 - Proof of health insurance coverage purchased through Texas State
- Faculty guests are responsible for their own safety. It is their responsibility to familiarize themselves with the health, safety security, and cultural considerations of the program's destination.
- Program arrangements are not made to accommodate the needs of faculty guests. All program accommodations are made with the understanding that this is an academic program designed to meet the needs of the students and the faculty members.
- All expenses and travel arrangements for any faculty guest must be completely separate from those of the program. Texas State regulations require that faculty members pay all expenses of their guests; such expenses should not be mixed with student program fee accounts. This means that separate payments directly from the faculty member to the provider will be required for faculty guests. These transactions must be made transparent for all those involved in the program and the Education Abroad Office, so there is no confusion or misunderstanding that student program fees are, in any way, subsidizing non-participants.
- Faculty guests are not guaranteed potential "group discount" prices due to restrictions on such rates (age limits, student only prices, etc.)
- In cases where a faculty member requires a logistical arrangement modification due to the inclusion of a guest, the faculty member is responsible for the cost difference (for instance, the faculty member

would need to pay the difference between the cost of a single and double room to accommodate an accompanying guest, or the difference in cost for a two-bedroom apartment over a one-bedroom apartment).

- Faculty guests should not compromise or interfere with the program in any way, such as (but not limited to) preventing the faculty member from attending or leading field trips or other academic elements of the program, disrupting class or field trips, preventing students or other faculty members from engaging fully in the academic program.
- Faculty guests are responsible for making their own travel arrangements including passports, visas, transportation, food, and lodging.
- Faculty guests are not permitted to share accommodations with students.
- International travel insurance coverage through Texas State is mandatory for all faculty guests.

Spouse/Partner

- Spouses/partners should understand that their primary role on the study abroad program is that of spouse/partner and/or caretaker of any minors also accompanying the faculty member. For liability purposes, it is important that spouses/partners do not have active responsibilities related to the program (monitoring tests, managing program funds, student advising or counseling, emergency or crisis management, etc.)

Minors

- If the guest is under the age of 18, the faculty member must provide a full-time caretaker. This caretaker must be eighteen years of age or older. A sibling under the age of eighteen may not act as the caretaker for his/her younger siblings. This caretaker could be the spouse/partner of the faculty member (caretakers are subject to the same policies as faculty guests).
- Students on the program should never be asked to serve as a caretaker, as this is a liability, and it also detracts from the program and the student's experience. In addition, it places the faculty member in a difficult position to defend if the student alleges that he/she felt pressured to perform personal services for a faculty member as part of the course grade.
- The APD or faculty member cannot be considered the caretaker.
- Program assistants or other faculty or staff members involved with the program should not be asked to serve as caretaker.
- It is recommended that faculty members consider carefully the number of children being taken on study abroad programs. Logistically, the more children that are involved, the more difficult it becomes to make arrangements that will accommodate large families, and the more difficult it is for the faculty member to focus their full attention on the study abroad program.