

# USF Faculty-led Proposal: Faculty Responsibility Form

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*In my capacity as Program Director, Faculty, or Staff in an Education Abroad Program, I agree to perform the normal duties of a Program Director for the University of South Florida Education Abroad Office. These normal duties may include but are not limited to the following:*

## *Recruitment*

**Marketing and Program Recruitment:** The Program Directors/faculty and the home department will be the academic driving force in creating programs. The Education Abroad Office handles over 70 faculty led programs per year, as such Program Directors/faculty have the primary responsibility in recruiting students to their individual program. Faculty should conduct regular information sessions and class presentations to students within their department and field, and actively seek assistance from departmental academic advisors with program recruitment.

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## *Training and Orientation*

**International Risk and Security Orientation (EAO Risk & Security Orientation):** All Group Leaders and Associate Travelers must complete this face to face orientation once every 2 years and complete an online refresher on off years. The Education Abroad Office business office cannot book flights or issue meal allowances until the Associate traveler has completed a current Associate Traveler Risk & Security Orientation. All Associate Travelers are required to participate regardless of regular appointment status on campus.

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This course is administered by the USF World International Risk and Security Office. You must register through GEMs Self Service to participate in an orientation. If you do not have GEMs access, please contact the International Risk and Security Officer.

**Orientation Registration Process:** Log into <https://my.usf.edu/>. Under **Business Systems**, select **GEMS Self-Service**. At the Main Menu (top left of screen) select Self Service> Learning and Development> Request Training Enrollment. Search by Course Name: **EAO Risk&Security Orientation** and View Available Sessions. (Hint: Search EAO and generally this orientation will be the only result.).

**Clery Act and Title IX Orientation (CSA-RE Orientation):** The CSA-RE orientation is a mandatory USF System training conducted by USF Police and DIEO Title IX Office. Due to Federal Law and USF Policy requirements, a USF employee must be certified in the CSA-RE Orientation if participating on any student activity outside of the classroom.

All Group Leaders and Associate Travelers must complete this face to face orientation once every 2 years and complete an online refresher during off years. It must be reflected in your GEMs account. The Education Abroad Office business office cannot book flights or issue meal allowances until the Associate traveler has completed a current USF System CSA-RE Orientation. All Associate Travelers are required to participate regardless of regular appointment status on campus.

This course IS NOT run by the USF World Education Abroad Office. It is administered by the Title IX Office within the office of [Diversity, Inclusion & Equal Opportunity](#). You must register through GEMs Self Service to participate in an orientation. If you do not have GEMs access and are an Associate Traveler, please contact the International Risk and Security Officer.

**Orientation Registration Process:** Log into <https://my.usf.edu/>. Under **Business Systems**, select **GEMS Self-Service**. At the Main Menu (top left of screen) select Self Service> Learning and Development> Request Training

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Enrollment. Search by Course Name: **CSA-RE Orientation** and View Available Sessions. (Hint: Search CSA and generally this orientation will be one of only a few results.)

## *Budget and Finances:*

**Program Cost:** The EAO will develop the cost of the program with the faculty. The faculty will meet with Education Abroad staff to formulate the program budget. Faculty should not communicate any estimated costs to students without specific clearance from the Education Abroad Office.

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**Budget Adjustment:** Any adjustment of in-country costs should be communicated directly to the Education Abroad Office (not to the students). As budgets are developed, the Fiscal and Business Analyst and the Education Abroad Advisors are the main points of contact with regard to all financial matters.

**Monitoring program budget:** Faculty directors are responsible for staying within the program budget. If faculty have failed to inform the EAO of program expenses prior to the establishment of the advertised Program Cost, they cannot be added after the fact. Emergency expenses may be added, but they must have a clear purpose and have arisen from an unexpected event or situation. In the event that additional funds or services are needed, faculty must first get approval from the Director of Education Abroad, from the Fiscal & Business Analyst, or from the International Risk and Security Officer within Education Abroad. Failure to do so may result in financial penalty to the Faculty Director.

**Meal Allowance:** Meal allowances are based on U.S. State Department meal rates for the location(s) of a given program. Faculty and Staff staying in accommodation with kitchen facilities (e.g. an apartment, or residence with full kitchen facilities) generally receive 25% of the U.S. State Department meal allowance; those staying in a hotel receive 40% of the U.S. State Department allowance. The meal allowance is intended to off-set the cost of being abroad, and is not intended to cover the entire cost of all meals. Meal allowances will only be given for those meals which are not included in the program.

**International Air Travel:** Faculty may not purchase airline tickets with their home departmental pcard or personal credit card. All flights should be purchased by the Education Abroad Office.

**Faculty Financial Agreement:** faculty will be asked to sign and comply with a Faculty Financial Agreement outlining specific processes and procedures for payments related to study abroad programming (cash advances, receipts, p-card purchases, expense reports, travel advances, etc.)

## *Program Responsibilities*

**Associate Traveler Field Book:** Review and comply with procedures and processes outlined in the Associate Traveler Field Book.

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**Travel Specific Pre-Departure Orientations:** Organize at least one or more travel specific pre-departure orientations to be held before departure. Also schedule a travel specific orientation on the first day of the program to review all necessary travel specific and risk & security information.

**Emergency Card:** Work with your Education Abroad advisor to create an Emergency Card and distribute it to all participants on the travel experience before departure.

**Traveling with a Phone:** It is required that all faculty must have a phone that can make and receive international and domestic calls regardless of internet connection or speeds. The Education Abroad Office can assist faculty members with this process.

**Personal Travel:** Personal travel may be conducted prior to or after the international activity. The additional purchase of international health and evacuation coverage for personal travel is strongly encouraged.

- Group leaders and Associate Travelers are expected to be in residence with the students during

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the entire international experience when practical.

- Group leaders and Associate Travelers should always be available to immediately respond in-person 24/7 to a student in distress.
- Registered travel dates may differ with the registered travel dates of students, as warranted.

## *Accompanying Faculty Guests*

**Associate Traveler Family Members and Guests:** You may decide to bring accompanying family members with them on the international experience. USF reserves the right to impose limits and/or conditions on the roles, activities and presence of family members or guests who accompany you. Such limits or conditions derive from programmatic concerns: health, safety, risk, academic and other concerns. In some cases, accompanying family members or guests may not be permitted to join some or all activities.

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**Liability:** USF assumes no responsibility for accompanying family members or guests. It is the responsibility of all family members (including spouse/partner and dependent children) of the Individual Traveler to read the U.S. Department of State Country Information Sheets if they participate in any group travel by land, sea or air. The family members and guests are responsible for their own safety.

**Excursions:** Accompanying family members and guests may participate in program excursions and field trips, provided that such participation does not create increases in costs that would be transferred to student travelers AND that their participation in the program in no way interferes with the academic nature of an experience. Program excursions are planned to accommodate all students plus the Group Leaders and Associate Travelers. If there are empty seats on the bus, boat, or other arranged travel, accompanying family members and guests may travel with the group at no extra cost. However, at no time will a bigger or additional bus, boat or other mode of transportation be arranged in order to accommodate accompanying family members and guests and thus pass on additional costs to the student travelers.

**Excursion Expenses:** If participating in group excursions, accompanying family members and guests must separately pay all per person expenses (i.e., entrances to parks or museums, theatre tickets, etc.). In no case is program money to be used to fund family member and guest participation in special events. If the cost for the family member and guests is included on the group receipt, it must be deducted before the receipt is submitted for reimbursement to the university.

**Minor Children:** Minor children accompanying Individual Student Travelers must be adequately supervised at all times. The presence of minor children or other family members and guests should not disrupt or alter the international experience in any way.

**International Health and Evacuation Coverage:** Family Members and Guests must be insured under the USF policy and the costs must be paid for personally.

## *Re-Entry and Program Wrap up*

**Final Evaluation:** Travelers are asked to complete a short on-line Evaluation Form upon return from the program. For all first-time travel, Group Leaders should meet with the Education Abroad Advisor post-travel to have an in-depth conversation about the program.

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**Student Reentry Event:** It is best practice to hold a reentry meeting or event with students following their return from the international experience in most cases. Group Leaders or Associate Travelers may also create an on-line reentry program to help students reflect on their experiences.

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I acknowledge that I have read and understood my duties and responsibilities as outlined above:

Name of Faculty Director: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_