

## **2022 Faculty-Led Programs Agreement Form**

I understand that the faculty-led study abroad program I am proposing will be cancelled unless the required minimum number of students financially commit to the program.

If my program proposal is approved, I agree to:

- read and carry out the responsibilities outlined in the Summer Program Faculty and Directors Manual;
- actively recruit students to participate in the program during the fall and spring semester prior to the program;
- if requested, review applications on a rolling basis and notify Education Abroad of the admissions decision within 7 days of receipt of application;
- with Education Abroad staff, develop pre-departure content for the students and co-host pre-departure orientation;
- attend online or in-person training workshop(s) for faculty program leaders;
- with Education Abroad staff, finalize the program budget after the application and enrollment deadlines have passed (*please note that Education Abroad has budgetary responsibility and authority for this program, so any expenses related to the operation the summer program are paid for by, and must be approved by, Education Abroad, and not by departmental chairs or school deans*); accordingly, strictly adhere to all financial procedures and budgetary policies;
- develop emergency/crisis response plan in collaboration with Education Abroad and Risk Management;
- develop and deliver on-site orientation upon arrival;
- collect and submit to Education Abroad student cell phone numbers and roommate list;
- notify Education Abroad of any program changes, student issues, or Clery-reportable incidents that occur while abroad;
- submit grades for each student at the end of the program, by the stipulated deadline;
- submit an evaluative report of the program within 30 days of program completion and reconcile travel advance within two weeks of program completion.
- notify the Program Director and Education Abroad if concerns about your performance, in or outside the classroom, are raised by your department, etc.
- if other faculty are teaching on this program, I agree to assume the role of Program Director and will coordinate most of the pre-departure preparations, handle most of the financial aspects of the program, and serve as Education Abroad's primary contact on-site, with responsibility for communicating policies and procedures to all faculty.

Program City and Country:

Name of Faculty Member (please print) and Department:

Signature of Faculty Member:

Date: