

Faculty Director Service Agreement

Faculty Director Name _____ Academic Department _____

Program Name _____

Term of Program: Fall Fall Break Full Year Spring Spring Break Summer

Faculty directors are the cornerstone of learning abroad at the U. The faculty director has a year-round commitment to the program starting with the new program proposal and continuing with student support after returning from the host country. Faculty Directors have a number of responsibilities including the following:

<u>Activity</u>	<u>Description</u>
Faculty Training	The Learning Abroad Office provides optional and required training for faculty directors. The objective of this training program is to provide faculty directors with practical and theoretical background about learning abroad as well as training in emergency preparedness and response protocols. All faculty directors are required to read the Faculty Directors Guide.
Program Recruitment	Successful programs have faculty directors who actively and consistently recruit applicants. While the Learning Abroad Office provides some support for recruitment and marketing, these activities are predominantly the responsibility of faculty directors.
Financial Management	With the help of the Learning Abroad Office, faculty directors create and manage the program budget. They are also responsible for handling program funds onsite, submitting receipts, and submitting the necessary documentation to reconcile the budget after the program is completed.
Reviewing Applications	Faculty directors review student applications and coordinate with the Learning Abroad Office to approve participants.
Teaching and Academic Coordination	Program directors serve as the instructor of record for all courses and coordinate the academic components of the program. In many programs, faculty directors teach the coursework offered on the program. In other cases, they coordinate with local universities to provide instruction. As the instructor of record, it is the responsibility of the Faculty Director to submit grades in a timely manner after the completion of the program using the regular U of U online system. Since the academic content of the program includes field trips and excursions onsite, faculty directors attend and coordinate all program related activities so as to enhance the learning of student participants.
Cultural Integration	One of the key learning outcomes of learning abroad is to increase intercultural competency in students. Faculty directors integrate cultural themes and activities into the academic and social component of the program to ensure that students have an authentic, valuable cultural experience abroad. Critical to this element of the program is direct interaction with local residents and post-activity reflect so that students can process their experience and recognize how experience outside the classroom impacts their personal, professional, and academic lives.
Logistical Coordination	Faculty directors coordinate the logistical aspects of the program including housing, excursions, onsite transportation, and guest speakers. In most cases, the Learning Abroad Office recommends identifying a partner institution or organization in the host country to assist faculty directors with this aspect of the program.
Emergency Response	Faculty directors provide 24/7 emergency support during the program. The Learning Abroad Office will provide pre-departure training to prepare faculty directors for this aspect of the program. Faculty directors are required to have a cell phone onsite for use during an emergency and must

	submit emergency contact information before departure.
Pre-departure and Onsite Orientations	The Learning Abroad Office provides general, online orientation for all students. This online orientation is mandatory for all students. <i>In addition to the online orientation program, all program directors are required to hold at least one (1) group orientation meeting before departure and one (1) onsite orientation meeting after arrival.</i> Faculty directors who are actively engaged in pre-departure orientation programs tend to have more successful academic programs with fewer disciplinary problems abroad.
Post-program Reflection	The student experience doesn't end when the program is finished! Many students are eager to continue their learning upon returning to campus. Faculty directors provide informal advice, mentoring, and reflection for program participants after the program is over and offer guidance for students to continue their global learning and apply it to other academic experiences.

Faculty Director

I have read and understand the responsibilities of a Faculty Director. I am committed to the program and will fulfill the expectations set forth for Learning Abroad Faculty Directors. I understand and agree to the departmental compensation structure for learning abroad programs.

Name (print) _____ Date _____

Signature _____

Dean & Department Chair

I have read and understand the responsibilities of a Learning Abroad Faculty Director. The individual listed above has the support of the Department and the College to pursue this endeavor. I verify that the Department and the College understand the financial structure of the program and agree to adhere to the University's financial policies for Learning Abroad Programs.

Department Chair-

Name (print) _____ Date _____

Signature _____

Department _____

Dean-

Name (print) _____ Date _____

Signature _____

College _____