Institute for Global Studies’ Faculty Director Policies

Updated May, 2018

Program Planning

1) Proposals must be submitted by the published deadline (normally July 1 for summer and December 1 for winter) and approved. Late proposals will not be considered.

2) Winter session programs should be scheduled with travel initiating no earlier than January 2 and ending no later than the Thursday before spring semester begins. Summer programs should not begin until after spring commencement.

3) Faculty should select study abroad locations that relate closely to their academic expertise and discipline, and which are relevant to the academic content of their program.

4) It is the faculty director’s responsibility to plan, organize, and budget for all program arrangements (housing, excursions, meals, guest speakers, events, host-country entry/exit requirements, etc.) in cooperation with their assigned IGS program coordinator.

5) In an effort to keep costs low for students, and to make the best use of time, programs should be designed with as few host locations as possible, with particular attention to limiting the number of internal flights and long bus trips.

6) In order to keep programs affordable and maintain academic rigor, excursions and other activities such as tours and site visits should be directly related to course content and designed to help students meet the program’s learning goals as well as enhance their cultural experiences in the host country. Activities which are purely touristic in nature which do not enhance the program academically or culturally should be left for students to pursue in their free time and at their expense.

7) Programs that include flights must use a travel agency that has been approved by UD’s Procurement office. Faculty will work with their IGS coordinator to select a suitable flight, but the final decision to accept a flight quote resides with IGS.

8) Local travel agents should only be used to make travel arrangements, not deliver academic content.

9) IGS does not cover the cost of tour guides to accompany groups during an entire program (except in instances of a significant language barrier or poor local infrastructure). Tour guides significantly increase program costs, are not generally needed, and do not necessarily enhance the academic or cultural components of programs.

10) If any significant free time is planned during the program (for example a 3-day weekend), this should be scheduled in the middle of the program rather than at the end, which may give the erroneous impression that the program is over prior to the free period.
11) In general, all expenses covered by IGS (i.e. those not included in the students’ program fee, such as classroom rental and faculty travel expenses) should total no more than $1000/student for a standard program (or $700/student for a UDMicromester).

12) For a program to be financially feasible, IGS sets a minimum enrollment target of 28 students for programs with two faculty directors and 14 students for programs with one faculty director. Depending on overall program costs, a higher enrollment may be required in order to keep expenses below the $1000/$700 thresholds mentioned above.

13) The maximum enrollment for UD travel programs is 36 students.

14) Except for language-based programs targeting students at multiple language levels, winter or summer session programs generally offer 6-7 credits (two courses), with UDMicromesters offering a maximum of four credits.

15) It is the faculty director’s responsibility to adhere to IGS deadlines with regard to travel requests, preliminary and final budgets, and other documents and processes.

Academics

1) All academic content must be taught during the term for which the program was approved.

2) Academic content beyond introductory work is not to be assigned prior to departure or taught at orientation meetings.

3) Academic content is to be taught for the entire length of the program.

4) Student workload and contact hours for courses taught abroad should be similar to those taught on campus. Courses should extend throughout the program, such that there are no long free periods, particularly not at the end, so as to artificially compress the program’s academic component. Free time, and in particular free weekends, should be carefully balanced with academic and educational non-academic activities in order to maximize guided learning opportunities.

5) Although tours and site visits enrich a faculty director’s lectures or discussions, they are not intended to replace them. Such visits should be treated like laboratory time when calculating total course contact hours (normally 2:1 or 3:1).

6) For service-learning courses (as opposed to non-credit-bearing service or volunteer activities which are simply part of a program’s activities), the service component may count towards the minimum contact hour requirement, but with the weight of a lab or practicum (2-to-1 or 3-to-1 in most cases). Service-learning courses should include a minimum of 15-20 lecture or discussion hours and a maximum of 20-35 hours of service.

7) Courses carrying experimental notation (x67) should be submitted for permanent numbering after being offered twice. It is the faculty director’s responsibility to obtain approvals from the appropriate college and/or University committees in order for experimental courses to gain permanent status and/or to fulfill University/college requirements.

8) Course content should be presented by the faculty director who receives the S-contract for the course, not by tour agents, tour guides, or excursion hosts.
9) Each course must enroll at least five students, otherwise the S-contract (or local faculty compensation) will be pro-rated by 20% for each enrollment below 5 (i.e. 80% salary for four students etc.).

10) All assigned work to students on study abroad programs should be completed during the term for which the program was approved and not extended into the following semester. Grades must be submitted by the deadlines established by the University for each term.

11) One month prior to departure, faculty directors should check the course rosters for all courses on their program to confirm that all participants have been correctly registered.

12) As with courses taught on campus, faculty directors are responsible for ordering all textbooks and other required materials and communicating this information to students.

**Compensation for Faculty Directors**

1) Faculty directors are paid by their college or department an S-contract to deliver the course contact hours and are paid at the established UD rate based on number of credit hours taught, faculty rank, and annual salary (same rate as supplementary teaching on campus). (Faculty teaching during spring break or directing an internship program may or may not receive additional compensation for study abroad teaching and should clarify this with their home department.)

2) Normally, a one-credit S-contract is paid per program for administrative work associated with non-academic aspects of directorship, to be paid when program responsibilities have been met. Credit may be divided as agreed upon between co-directors. (Faculty teaching during spring break or directing an internship program may or may not receive additional compensation for study abroad administration and should clarify this with their home department).

3) Faculty directors are paid a per diem based on 50% of the U.S. Department of State guidelines for costs of an average breakfast, lunch and dinner at facilities typically used by employees at that location, including taxes, service charges, and customary tips. Faculty directors whose living accommodations include a kitchen receive a per diem based on 40% of the U.S. Department of State guidelines, since it is unlikely that they would go out for every meal if they had a kitchen at their disposal. A faculty director’s per diem is reduced for each meal provided by their lodging (for example hotel breakfasts) or included in other aspects of their program (for example a package excursion which includes lunch). The federal per diem fluctuates according to the current exchange rate, so the per diem a faculty director receives in their cash advance may vary somewhat from the per diem that appears in the final budget. The per diem is not intended to cover every possible personal expense, since faculty directors would incur personal expenses even if they did not travel abroad.
**Foreign Instructors**

1) Foreign Instructors may teach on IGS travel study programs if approved by the relevant academic department at UD (normally after a review of CV and proposed course syllabus). Obtaining such approval is the responsibility of the UD faculty director.

2) Salaries for foreign instructors should be commensurate with the standard salaries of the host country for the instructor’s qualifications and should not exceed the salaries of UD faculty, and their courses must enroll a minimum of 5 students in order to ensure full salary, just like courses taught by UD faculty.

3) Cost for foreign instructors who accompany the students on group excursions must be included in the program’s budget as part of the costs borne by the students (i.e. part of the program fee).

4) Faculty directors are responsible for obtaining copies of the foreign instructor’s course syllabus prior to the program’s departure and uploading these to the IGS database.

5) Faculty directors are responsible for making sure that the grades from courses taught by foreign instructors are submitted to IGS before the deadlines for posting of grades.

**Program Assistants**

1) Programs enrolling at least 18 students (single director) or 32 students (co-directors) may be eligible to have a program assistant. In rare cases in which a program with a single faculty director enrolls at least 28 students, two program assistants may be funded (if financially feasible). Final approval of IGS funding for a program assistant is dependent on the program’s budget when enrollment is finalized.

2) Program assistants should be undergraduate or graduate students, but can also be UD employees if no other suitable candidate is available. Graduate students must obtain permission from the chairperson of their department; likewise, UD employees must obtain permission from their supervisors. Family members of faculty directors may not serve as program assistants.

3) Program assistants may not enroll in coursework during the program, as their primary role is to assist the faculty director and student participants.

4) Program assistants must complete the online IGS registration form and submit a signed contract agreed upon by their faculty director before IGS will purchase the assistant’s airline ticket.

5) Program assistants do not receive direct compensation since IGS covers their costs according to what is budgeted under student costs in the program’s budget (i.e. what is covered by the program fee), plus airfare and the cost of a single-room accommodation if feasible.

**Program Responsibilities**

**Recruitment and Acceptance**

1) It is the faculty director’s responsibility to carefully review the information posted on the program’s website and notify their IGS coordinator of any changes that need to be made.
2) Faculty directors should schedule, organize and facilitate at least two interest meetings in the months prior to the program’s application deadline (notifying IGS of date/time/location prior to the meetings).

3) Interest meeting agendas should include a program description, brief course descriptions, included (and excluded) costs, participation eligibility, contact information, and all other relevant important details.

4) Faculty directors are strongly encouraged to promote their programs via class visits, e-mails to majors, within department meetings, on social media, etc.

5) Ten days before a program deadline, the program should have attracted at least 80% of its target minimum enrollment. If the program does not meet this requirement, the IGS coordinator will initiate discussion with the faculty director regarding the possibility of program cancellation, or measures that must be taken to ensure the program's feasibility.

6) IGS reserves the right to cancel any under-enrolled program one week before the stated application deadline in order to allow students time to choose another study abroad option.

7) Faculty directors should begin interviewing all applicants to their programs prior to the published deadline for their program.

8) Faculty directors may not accept applicants on a rolling basis.

9) Faculty directors should accept only students who have submitted a complete application to a program, which includes having a recommendation from a UD faculty member on file.

10) In order to ensure that students are considered for scholarships, by the IGS deadline faculty directors must submit a list to their coordinator noting the acceptance status for each of their program’s applicants (Accepted, Not Accepted, or Wait List) in ranked order.

11) Acceptable criteria for making acceptance decisions can be found on the IGS website here. Students’ gender may not be used as a selection criteria, despite the possible financial ramifications due to single room accommodations.

12) Program close dates are standardized and set by IGS.

13) Students will be officially notified of acceptance decisions by IGS.

**Pre-Departure**

1) Faculty directors are required to attend two orientation sessions on financial matters and health/safety/liability matters and should closely review all pre-departure materials provided by IGS.

2) Faculty directors should use the "Housing Report" in the IGS Database to match compatible students and assign roommates, or ask students to choose roommates themselves. Students should be notified of the roommate assignment as early as possible (no later than 1 month prior to departure).

3) After students have been accepted, faculty directors should review the health report in the database and discuss any health concerns with students.

4) Pre-departure/orientation meetings should be limited to 2-3 meetings (3-4 total hours) with a focus on program and travel orientation. These meetings should not interfere with students’ class schedules during the semester prior to travel.
5) Faculty directors must disseminate site-specific orientation materials to students, including a day-by-day program itinerary, faculty pre-departure and on-site contact information, and student housing information. These materials, as well as all handouts/presentations from orientation meetings, should be submitted to IGS by Thanksgiving for winter programs or May 1 for summer programs.

6) Faculty directors should familiarize themselves with GeoBlue and SOS insurance coverage and procedures for handling a medical emergency on site.

On-Site
1) Contact IGS within 24 hours of official arrival date to confirm that all students have arrived.
2) Faculty directors are responsible for setting the tone of the program, creating an atmosphere for open communication, and being informed, organized, and good leaders.
3) Faculty directors should proactively assist students as needed with logistical challenges (how to ride public transportation, change money, connect to the internet, etc.).
4) Faculty directors are required to accompany students on all excursions and attend all program activities included in the program fee.
5) Faculty directors must be available to the students on evenings and weekends in the event of an emergency. If faculty directors leave the program site during free time, they must provide contact information to their students and IGS, including their phone number.
6) Faculty directors should devise an on-site emergency plan for their group, including a phone tree and/or internet group messaging system, as well as an emergency meeting place, as appropriate.
7) If students will be traveling during free weekends, faculty directors should attempt to collect contact information from each participant. It is important that all students are able to be reached in an emergency.
8) Faculty directors should routinely monitor group dynamics for signs of potential conflict. Early intervention often resolves problems before they escalate into major issues.
9) Faculty directors must handle problems as they arise, and should inform IGS proactively as necessary. Faculty directors should encourage students to contact them directly in case of any problem or concern, as IGS will not communicate directly with students or their parents in most circumstances. In non-emergency situations, communication should flow thusly: parent ↔ student ↔ faculty director ↔ IGS.
10) For programs which include group flights, IGS expects that faculty directors will fly outbound with students; if not returning with students, faculty directors should accompany the students to the airport and through the check-in process, and remain at the airport until the group’s flight has departed.
11) The University of Delaware does not condone or sponsor the consumption of alcohol while students are on a UD program. Faculty directors are advised not to consume alcohol in the presence of students (due to the potential for a misleading photograph to land in social media) and to refrain from purchasing alcohol for students, even with personal funds.
12) Faculty directors should set aside time during the final days of the program for students to complete the on-line program evaluation and assessment. (For programs in remote locations with no internet access, actively encourage students to complete online forms immediately upon return to the U.S.).

Financial Matters

Pre-Departure
1) IGS establishes both the estimated and final program fees for all IGS programs.
2) Faculty directors are responsible for negotiating with vendors on behalf of the University of Delaware, including forwarding accurate deposit and payment instructions to their coordinator.
3) Faculty directors must carefully review all invoices from vendors before submitting them for payment by IGS.
4) In order to ensure timely payment and accurate preparation of cash advances, faculty directors must submit invoices from vendors by November 1 for winter session programs and April 1 for summer session programs. Any unpaid expenses will become part of the faculty director’s cash advance.
5) Prior to departure, faculty directors will receive a UD Travel Card credited with all program funds which have not been prepaid to vendors.
6) Faculty directors are responsible for investigating the entry/exit requirements for all destinations. Any visa costs must be part of the program’s budget, whether covered only for the faculty director, or for faculty director and students.
7) IGS will not cover the cost of a passport or standard, routine immunizations, or other medical procedures for faculty directors. If immunizations are required or recommended for a particular location, those expenses should be approved as part of the program’s final budget.
8) IGS will not reimburse for Fed Ex or other overnight carriers. If books or other items must be sent abroad, faculty directors should plan ahead and allow enough time for packages to be sent via standard airmail.
9) IGS will only cover the cost of the group airfare; faculty directors who fly independently will only be compensated up to the group rate. For programs that do not include group flights, IGS will reimburse up to the cost of an economy class ticket.
10) If the budget allows, IGS will cover the cost of one extra night’s lodging and per diem for the faculty in the group’s first host location so that the faculty may arrive one day prior to the students in order to ensure their presence on the first day of the program. When requesting to arrive one day early, faculty directors must e-mail their coordinator justification listing the program-related tasks that they plan to accomplish on the pre-program day.
11) Faculty directors will only be reimbursed for the cost of an officially licensed, shared airport shuttle service or mileage to take them from their home to the departure airport in the United States for the program’s outbound flight. Expenses for private car service/limo will not be reimbursed. Standard University of Delaware policy allows for reimbursement for mileage and tolls for the use of personal vehicles.
12) IGS discourages faculty directors from arranging group transportation to/from the U.S. airport as a convenience for students. It then becomes the faculty director’s responsibility to make all arrangements, collect payments from students, and obtain a receipt from the bus company. The cost of transportation must be split evenly among all passengers, and IGS will only reimburse the faculty director for their portion of the evenly split cost.

13) Faculty directors who have included family/friends in the group lodging, or in other program activities which have been pre-paid by IGS, must pay IGS in total for that expense before IGS can release their UD Travel card.

14) IGS will not reimburse faculty directors for pre- or post-program expenses/meals (apart from the case described in #10 above). Program funds must be expended during the program, not before or after.

15) IGS will purchase the same GeoBlue health insurance policy for faculty directors as for students during the official program dates, and for one day prior to the program’s start if necessary (see #10 above).

On-Site

1) The University of Delaware does not reimburse for the cost of alcohol on any IGS-sponsored program. This includes alcohol purchased at meals for host hospitality purposes, as well as gifts for local hosts.

2) IGS will only cover the cost of a one-bedroom apartment or a single hotel room for faculty directors. IGS strongly encourages faculty directors to stay in the same accommodations as the students when feasible.

3) IGS will not reimburse faculty directors for: (a) personal items (travel clock, electric plug adaptor, reading lamp, light bulbs, etc.); (b) personal expenses such as laundry, newspapers, dry cleaning, etc. as the faculty director’s per diem is allotted to help compensate for such expenses; (c) gifts of any kind for students; (d) any expenses of family members or friends such as shuttles, admissions, meals; (e) non-budgeted, non-approved excursions; and (f) textbooks or other course instruction materials, or travel guides/maps.

4) Host hospitality funds are not to be used for University employees, students, program assistants or family members/friends of faculty directors.

5) High-risk activities (adventure sports, zip lining, white water rafting, scuba diving, horseback riding, bungee jumping, hang gliding, mountain climbing, parachuting, etc.) are a liability to the University, and should not be a part of travel study programming.

6) Faculty directors must not co-mingle their cash advance funds. Each individual is responsible for the funds which he or she spent and must supply supporting receipts for expenditures.

7) If a cash disbursement to students has been budgeted, faculty directors are asked to use the signature sheets provided by IGS to document the disbursement. Documentation must show the name of each student, the student’s full signature, the amount each student was given in foreign currency (should be same amount for each one), purpose for disbursement (i.e. meal allowance) date of disbursement, total number of recipients, and the calculation of the total amount disbursed.
8) Faculty directors are not permitted to distribute program fee “refunds” to students. If a faculty director thinks there are excess funds in the student portion of the budget, he or she should contact their IGS coordinator to discuss feasible options for using the funds to benefit the students during the program.

9) Faculty directors are expected to own teaching materials common to their field of expertise (for example DVDs for a film course). The amount budgeted by IGS for supplies is intended to be used for consumable items like photocopies.

10) IGS will only reimburse faculty directors for program-related phone calls, texts, and internet as long as it has been budgeted under Communications and appropriate receipts have been submitted. If a cell phone is needed, faculty directors are encouraged to rent (not purchase), as phones quickly become obsolete.

11) Gratuities and Host Hospitality are separate budget categories and must be treated as such. Gratuities should be budgeted within the category of the item for which the gratuity is given. (For example hotel gratuities should be budgeted under Accommodation). Faculty directors must keep a log of all tips under $50. A receipt is required in order to be reimbursed for amounts greater than $50.

12) Faculty directors must keep a log of all taxi/local transport that doesn’t provide receipts.

13) Credit card receipts alone are not acceptable proof of expense. Faculty directors must obtain a vendor receipt that itemizes purchases.

14) Faculty directors are responsible for managing and monitoring their expenses on site so as not to exceed their budget.

**Upon Return**

1) Within 30 days of the program’s return faculty directors must submit detailed itemized receipts along with a written description of each to support the purchases made with their UD Travel Card. Expenses should be entered into the IGS budget spreadsheet for ease of review.

2) Faculty directors must translate all receipts submitted in a foreign language.

3) Expenses incurred while abroad will only be reimbursed for the actual days of the program unless the expenses have been approved on the program’s final budget.