

Faculty Leader Responsibilities for Study Away Programs

This document serves as an agreement for the responsibilities related to the Faculty Leader role for study away programming. Faculty Leaders certify their agree to abide by these policies upon the submission of a Faculty-Led Program Proposal application and automatically accept these responsibilities once their proposal has been approved by the university.

- **ACADEMIC RESPONSIBILITIES:**

- ✓ Faculty are required to follow the standards established by the Texas Higher Education Coordinating Board for teaching an academic course out-of-state/out-of-country and maintaining the academic integrity of a faculty-led program and following the same department, college, and university standards required by all credit-bearing courses offered through Texas A&M University-Kingsville.
- ✓ Faculty are the primary person responsible for the classroom management and general supervision of all registered participants of the faculty-led program and are, among other things, responsible for supervising and monitoring each student's conformance to TAMUK and other applicable policies, rules, regulations and standards of conduct.

- **PROGRAMMING RESPONSIBILITIES:**

- ✓ Faculty Leaders agree to work in collaboration with OISP staff and to communicate regularly with their office in regards to the approved study away program. This includes attending the required meetings throughout a program cycle to review policies, procedures, logistics, budgets and risk management requirements related to the approved faculty-led program.
- ✓ Faculty Leaders are responsible for all arrangement of the study away program's logistics (housing, transportation, excursions and possible meals, guest lectures, itineraries, etc.) and required to submit all service contracts for university approval to OISP prior to entering any agreement with a vendor, program provider, and/or host institution.
- ✓ Faculty Leaders are required to follow all Texas A&M University-Kingsville and TAMU System risk management policies and procedures as they relate to study away programming and university-sponsored travel. Faculty Leaders will be required to submit a program-specific contingency plan that will document the risk management procedures prior to the program's departure.
- ✓ Faculty Leaders are to inform OISP as soon as possible of any accompanied non-participants they are intending to bring on the program to verify feasibility to receive the necessary approval from university administration prior to their attendance.
- ✓ Faculty Leaders understand that Texas A&M University-Kingsville reserves the right to discontinue an approved faculty-led program at any time before, during, or after its departure, and at its sole discretion. Reasons for discontinuing or cancellation of a faculty-led program include but are not limited to insufficient enrollment, elevated travel advisories from the U.S. Department of State and/or CDC. OISP will work with the Faculty Leader to determine the best course of action prior to cancellation.



- ✓ It is expected that the Faculty Leader submitting a proposal are making a commitment to the program and will not withdraw their application, if approved, except in an emergency. An alternate faculty member is required to be identified to lead the program in the event that the primary faculty leader cannot perform the duties agreed upon when their program proposal was approved. In the event that the primary Faculty Leader must withdraw from their faculty-led program for any reason, it is their responsibility to call upon the alternative faculty member to take over prior to their stepping down.

- **FISCAL RESPONSIBILITIES:**

- ✓ Faculty Leaders understand that all TAMUK faculty-led study away programs are wholly self-supporting and all costs of offering the program, including faculty expenses, must be covered by the individual program cost charged directly to the students. Faculty also acknowledge their responsibility for following TAMU System best value practices to help keep student costs at minimum without jeopardizing the quality of the program.
- ✓ A primary responsibility of the Faculty Leader is to conduct program-specific recruitment activities to secure the targeted student enrollment as established in this proposal. Faculty will work with their department/college's administration to promote their program through activities such as classroom visits, email/social media campaigns, and attending OISP study away program promotional events.
- ✓ University policy requires all logistical payments for the faculty-led program are to be made on either the Faculty Leader's travel card or via wire transfer once the Faculty's travel request for the program in Concur has been approved and student monies are available in the program account to cover the expenses. Travel requests will only be submitted once the target student enrollment number for the program has been met.
- ✓ Faculty Leaders are responsible for monitoring program expenses to ensure that charges do not exceed the approved budget submitted with this proposal. Should the estimated program expenses decrease once the faculty-led program cost is published, they will also be responsible for adjusting their budgets or securing outside funding sources to accommodate for any over-expenditures that result in an overall negative balance to the program account. Over-expenditures due to an emergency require authorization from OISP prior to the charge(s) being made.
- ✓ Faculty are responsible for ensuring all financial reporting requirements related to the expenses incurred by the faculty-led program are met and completed by the established deadlines for faculty-led study away programs. A program evaluation report will be sent at the end of the fiscal year to the Faculty Leader, Department Chair and College Dean for review and will include this information