Faculty/Staff Director Abroad
Roles and Responsibilities

Scope of the roles and responsibilities

The Faculty/Staff Director of an academic abroad program is much more than just a faculty member teaching overseas. Classroom teaching and research alone do not prepare a Faculty/Staff Director for successfully directing an abroad program. The Faculty/Staff Director may be a teacher, but also serves as an administrator, leader, interpreter, decision-maker and diplomat. A Faculty/Staff Director's day does not end when class is over. A Faculty/Staff Director must be able to uphold and implement Santa Clara University institutional policies while at the same time taking advantage of the differences present in a foreign setting. A Faculty/Staff Director can rely on the support systems present at Santa Clara University which will share the burden of these responsibilities. In serving as Faculty/Staff Director, opportunities include: Close advising and mentoring relationships with students abroad; professional and faculty contacts in the host country; and administrative experience abroad and at home. This document outlines the primary responsibilities of the Faculty/Staff Director at Santa Clara University, both in regard to student services and academics on-site, and also related to program planning, budgeting, administration, recruiting, and logistics.

Shared responsibilities Faculty/Staff Director and Department

Shared responsibilities may include: setting itinerary for the program; making arrangements for housing, meals, classroom facilities, excursions; recruiting students and pre-departure orientation. Division of labor for these aspects will vary from program to program and will be mutually agreed upon early in the planning process. Safety and emergency procedures are also shared between the Faculty/Staff Director and the sponsoring department.

Responsibilities prior to departure

The Faculty/Staff Director will work closely with the sponsoring department to lay groundwork for program logistics, budget and lead program specific section of pre-departure orientation. The Global Engagement Office or sponsoring department will make final selection of student participants and conduct orientation meetings with students.

The sponsoring department responsibilities include establishing program budget, preparation of informational materials, the application process including letters of acceptance, pre-departure orientation and required participation forms, registration and billing of participants, collection of application fees and deposits, and overseeing enrollment. The Faculty/Staff Director will produce flyers and schedule information tables and class visits as desired to market the program.

The Faculty/Staff Director must provide all Required Documentation to members of the Distribution List (as detailed in the International Travel Application and Participation Form). This includes but is not limited to: A) disseminating and collecting the Informed Consent Waiver and
Participation Agreement form for all participants and B) providing Campus Safety with travel
details and your 24/7 contact information.

Program criteria, applicants screening and selection process

A formal program application communicates that this is an academic program to be taken
seriously. Evaluating applications in an important part of the education abroad process. It
allows the Faculty/Staff director to address expectations and preparation of potential
participants. The University requires that students abroad through SCU programs are
matriculated at the University. Students who (will) have graduated by the program date are not
eligible to participate on University programs abroad.

Responsibilities during the program

While the program is in session, the Faculty/Staff Director serves as the facilitator for all
communication between the sponsoring department, the hosting institution or agency abroad, if
applicable, and program participants. The Faculty/Staff Director is expected to carry out the
responsibilities of the position set forth below, and to make decisions that are in the best interest
of the program and its participants. The Faculty/Staff Director serves as the 24/7 emergency
contact person for the program in case of crisis. Because the role of SCU Faculty/Staff director
requires the primary focus and attention to be on the education and care of participating
students, the SCU Faculty/Staff director may not be accompanied by dependents while the
program abroad is in session.

The Faculty/Staff Director must learn to balance a wide variety of responsibilities and roles
including those of group leader, intermediary, advisor, administrator and advocate. The
Faculty/Staff Director serves as a liaison for the different elements of the program: the SCU
sponsoring department, participating students, host families or housing officers, local clinics,
institutions, agencies and facilities, and the host culture in general.

The Faculty/Staff Director holds the position of administrator and financial manager on-site
which includes such duties as making/confirming logistical arrangements, making payments,
managing funds, and keeping financial records. The Faculty/Staff Director is expected to
behave as a trusted representative of Santa Clara University and employ dignity, decorum, tact
and discretion in both public behavior and the private handling of student problems and
concerns. The Faculty/Staff Director is expected to support the policies of the University
including policies related to student conduct and alcohol. At his/her discretion, the Faculty/Staff
Director may delegate tasks, but retains ultimate responsibility for all of the following:

- **Academic component**
  - Teach (a) course(s), if applicable
  - Organize guest lecturers and speakers throughout the program, if relevant, and if the
  budget permits and coordinate all academic aspects of the program, including hiring,
supervision and compensation of on-site instructors or lecturers in keeping with best
practices
  - Communicate with the sponsoring department regarding academic issues, e.g.,
  quality control of classes, students performing below expected level etc.
  - Assign and/or collect grades at conclusion of program and submit in keeping with
deadlines and procedures
Communication

- Provide to the sponsoring department prior to departure: a program itinerary, participant, director and program staff contact information, and copies of all information given to students
- Develop and maintain relationships at university and community contacts on behalf of Santa Clara University and serve as liaison between SCU and on-site universities, institutions, agencies, staff etc.
- Serve as liaison between program instructors and SCU, as needed
- Maintain contact with students throughout the program, counseling as needed on issues of cultural adjustment, conduct, and other non-academic issues
- Consult with the Global Engagement Office or appropriate department at the University as needed concerning student problems and concerns throughout program
- Provide the sponsoring department with regular updates on program activities throughout program
- Submit a written report to the sponsoring department within three weeks of the conclusion of each program cycle
- Communicate regularly with sponsoring department year-round as needed with regard to planning and preparation for future programs
- Communicate with Campus Safety immediately (24/7) regarding any student incident requiring hospitalization or that of a serious or on-going nature, or any emergency situation in-country

Student orientation/program management

- Participate in pre-departure student orientation on campus in cooperation with the Global Engagement Office or the sponsoring department and lead on-site/in-country orientation immediately following arrival of students to address aspects of the program and culture including: academic expectations, housing, health, safety and student welfare, program administration, communications, relevant university facilities, public transportation, expectations for student conduct, group dynamics, the host country educational system, (if relevant), academic expectations, cross-cultural adjustment, cultural differences, and living with host families, (if relevant), as well as other topics relevant to the specific location. Specifically:
  - Arrange Pre-Departure and On-Site Orientations for all participants that includes all required Visa, health insurance, and vaccination/medication information for the travel location(s), and addresses location-specific issues related to health/safety of students pertaining to race, gender, sexuality, and/or disability. Resources for these orientations can be found on the Global Engagement website.
  - Provide full disclosure to all participants of the potential risks and dangers of their travel. It is required that all participants be informed of the following for their destination(s): Department of State Country Specific Information, Department of State Worldwide Caution, Department of State Travel Warning, Centers for Disease Control and Prevention Traveler's Health. These and other Health and Safety Resources can also be found on the
Continually monitor updates from the Overseas Security Advisory Council (OSAC) and the Department of State. If you are not already enrolled with OSAC, you can join here: https://www.osac.gov/Pages/Login.aspx.

Ensure that all participants fulfill the University requirement to register with the US Embassy abroad via the US Department of State Smart Traveler Enrollment Program (STEP): https://step.state.gov/step/.

- Depending upon the length and nature of the program, schedule and conduct on-site one-hour meetings at least every other week to provide further information on the local culture and issues of cultural adjustment
- Establish a leadership role and positive group dynamic, provide assistance to students as needed, serve as a cultural informant to help students reflect and understand their experience abroad related to history, contemporary life and values in contrast with their experience in the US
- Program Coordinators and Faculty/Staff Directors Abroad may not purchase alcohol for students
- Program Coordinators and/or Faculty/Staff Directors Abroad may not observe students drinking alcohol if under age or excessively
- Program Coordinators and/or Faculty/Staff Directors Abroad may not participate in drinking alcohol with students

- Co-curricular activities
  - Organize lodging, meals, transportation, guides and entrance fees for academic excursions to be conducted in keeping with the projected program budget
  - Plan, arrange and attend community events as the program warrants and the budget permits

- Budget related
  - Make payments from program budget for host families/lodging, excursions, and other legitimate program expenses
  - Obtain receipts for all expenditures consistent with the University Travel and Reimbursement Policies and Procedures.
  - Track expenditures and provide financial accounting reports at the conclusion of each program cycle, including original receipts for all expenditures, with translation, as needed, to Santa Clara University by deadlines. Enter expenses in the University Business Expense Reporting system (Concur) and submit the expense report to the appropriate department head for approval.
  - The sponsoring department is responsible for disbursing budgeted amounts to the director, making advance payments, submitting travel requests, preparing advances for the director and staff, reconciling the advance following the program, and other non-payroll financial aspects of the program.

As always, program approval is contingent upon the current state of affairs in the proposed region(s) and the University reserves the right to alter its decision at any time should conditions change.

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