

# FACULTY-LED STUDY ABROAD TOURS

## POLICY RATIONALE

The number of programs and courses involving travel abroad has grown significantly since 2012. Since travel abroad comes with unique risks and procedures relative to domestic travel, the Deans and Directors of DAAP have formulated a policy with the following objectives:

- To define who may initiate and sponsor a study abroad tour
- To define a timeline and process for study abroad program development and approval
- To mitigate risk to the university, faculty, and students for study abroad tours

## POLICY ADMINISTRATOR

DAAP Dean, through the Associate Dean for Faculty Affairs and Curriculum and the Business Officer

## POLICY

- 1) **Definitions:**
  - a) **Study Abroad Tour:** Curricular courses or programs involving international travel
  - b) **Study Abroad Tour Sponsor:** A permanent faculty or staff member leading the study abroad tour
  - c) **Tour Operator:** A third party business that specializes in arranging tour travel, accommodations, and activities
- 2) **General Guidelines:** This college policy supplements the university policy on student travel; all requirements in this policy are in addition to the requirements and procedure in that policy.
- 3) **Study Abroad Tour Sponsors:** Study abroad tours can be offered only by faculty or staff with a permanent appointment with the college. This precludes study abroad tours offered by term adjuncts, annual adjuncts, or visiting faculty. The reason for this requirement is to mitigate risk to the sponsor and the university as well as to provide continuity, history, and context for future programs.
- 4) **Timeline:** Successful study abroad tours involve a significant amount of planning—the most successful tours are developed at least a year in advance. This timeline reduces the workload of the sponsoring faculty, sets expectations for students applying to the study abroad tour, and significantly reduces the administrative overhead for the tours. Generally, studies abroad should be developed over a 12-18 month timeline. Proposals and budgets should be developed and approved in the term one year prior to the study abroad tour (i.e. fall tours should be developed and approved in the preceding fall term). Promotion, application, and acceptance should occur in the two terms prior to the study tour (i.e. fall tours should be promoted, applied to, and accept students in the preceding spring term). The program should have accepted all applicants by the first day of the term immediately prior to the tour term.

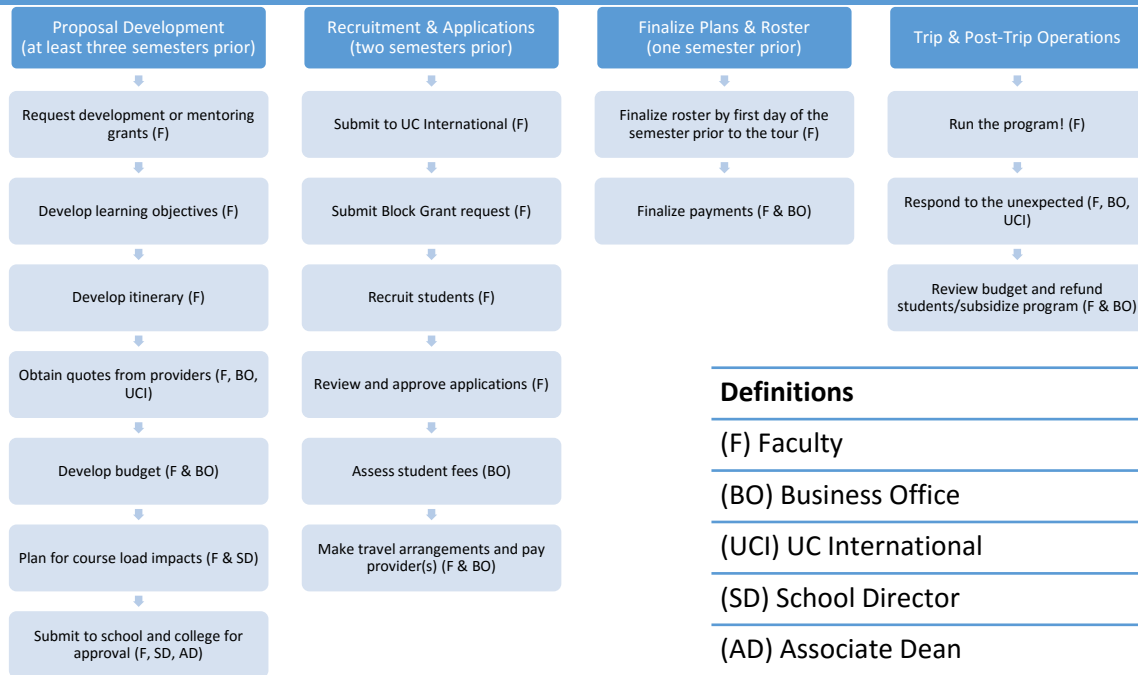
*It is understood that study abroad tours developed in a shorter timeframe will be limited in number and scope. Study abroad tours developed under a shorter timeline may be approved only if the burden on the faculty, students, and staff is significantly reduced compared to a standard study abroad tour (e.g. the tour will require no funding from the students, the tour will require no funding from the university, the tour is operated full by a non-university sponsor, etc.)*

- 5) **Course Compensation and Impact on Load:** Study abroad tours should generally be considered part of a faculty member's annual course load. In the event a study abroad tour is offered as an overload/secondary

semester or load buy-out, non-general funds must be budgeted to fund the overload or secondary semester compensation (as defined by the CBA) or buy-out (3% of the faculty's base salary per credit hour or workload unit relieved).

- 6) **Itinerary Requirements:** Due to the limited resources available in the university and college for responding to unexpected circumstances (including, but not limited to, emergency illness, incarceration, or death of a participating faculty or student), study abroad tour sponsors must engage a reputable tour operator for as much of the tour as possible. Tour operators provide a variety of services, from full service to a la carte option for any combination of housing, local transportation, international transportation, site admission fees, etc.
- 7) **Expenses Related to Study Abroad Tour:**
  - a) Where possible, the college will not begin paying expenses until students have been assessed fees for the program. In the event fees are unrecoverable and/or non-refundable, the study abroad tour sponsors' school will work with the college business office to fund the expenses and refund the student fees.
  - b) Where possible, all expenses will be paid in advance. The college will process a cash advance to the study abroad tour sponsor equal to estimated unpaid expenses, subject to university cash advance limits.
  - c) Study abroad tour sponsors and students understand that the budgeted program fee may include a contingency; however, the contingency is not a guarantee of a refund.
  - d) Refunds to students will only be processed if the balance remaining after paying all expenses equals or exceeds \$25 per student per study abroad tour.
- 8) **Minimum Enrollment:** Study abroad tours must have a minimum enrollment of 10 students per three credit hours or workload units to run. This enrollment is based on the enrollment required to cover average faculty expenses and related overhead with average tuition revenue.
- 9) **Student to Faculty Ratio:** A student to faculty ratio of 15:1 or less should be maintained at all times.
- 10) **Required Documentation:** Faculty led study abroad tours must be submitted with the following documentation:
  - a) Course syllabus or learning objectives
  - b) Detailed itinerary
  - c) Draft budget
  - d) Planning assumptions for school course scheduling and sponsoring faculty load
- 11) **Required Approvals:** Faculty led study abroad tours must be reviewed and receive approvals from the following individuals prior to engaging UC International to develop and promote the tour:
  - a) **School Director:** The school director's approval indicates his or her approval that the course objectives align with the educational mission and curricular objectives of the school. Furthermore, the school director's approval indicates support of and an evaluation of the impact of offering the course on the school's and sponsoring faculty's workload.
  - b) **Associate Dean of Faculty Affairs and Curriculum:** The associate dean's approval indicates his or her approval that the course objectives align with the educational mission and curricular objectives of the college. Furthermore, approval by the associate dean provides notice to the college of the details of the program, including faculty sponsor and location, for duty of care and maintaining a history of college initiatives.

## GENERAL PROCEDURE, COLLEGE OF DAAP



## POLICY NON-COMPLIANCE

Programs developed without following this policy will not be approved.

## APPROVED

October 24, 2017 - Dean's Executive Committee

## REFERENCES AND ADDITIONAL INFORMATION

- [University Travel Advance Policy](#)
- [University Travel Expense Policy](#)
- [Student Travel Policy](#)
- [UC International](#)
- [AAUP Collective Bargaining Agreements](#)

## EFFECTIVE DATE

Section 6 (Itinerary Requirements) – Upon Adoption

All other Sections – August 15, 2018