

**Faculty Director’s Responsibilities for HWS Programs**

Thank you for your willingness to lead a Center for Global Education program on behalf of Hobart and William Smith Colleges. Successful programs are dependent upon the skill and dedication of the Faculty Director, and being the Faculty Director of an off-campus program involves responsibilities beyond those of teaching a course. You are asked to read the following guidelines related to your responsibilities as a Faculty Director. If there are any points that you wish to discuss prior to departure please contact Thomas D’Agostino, Dean of Global Education. Please return a copy of the document with your signature to the CGE Office (Trinity Hall 3<sup>rd</sup> floor) to indicate that you accept these responsibilities as outlined.

Your responsibilities will be to direct the Program and teach a course(s) as determined in advance in consultation with staff of the Center for Global Education.

In connection with directing the Program, your responsibilities will include the following:

1) Program Recruitment

In partnership with the Center for Global Education, the Faculty Director is responsible for the active recruitment of students into the program before the application deadline. This will include attendance and participation at recruitment meetings organized by the CGE and organizing recruitment meetings of your own; distributing promotional materials and publicizing the program in your or your colleagues’ classes; and serving as a program contact in answering student and faculty inquiries about program details.

2) Health and Well-being

The Faculty Director is responsible for safeguarding the health and well-being of students enrolled in the Program through responsible management and prudent judgment. This includes assuming the specific duties and obligations as set forth in Schedule A which is incorporated and made a part hereof.

3) Academics

The Faculty Director is responsible for oversight of the academic content of the program, including supervising the work of adjunct faculty and ensuring that they are fully instructed on appropriate teaching practices. Points to be emphasized to adjunct faculty include the following:

- a. A complete written syllabus showing readings and other required work, a schedule of class meetings and assignments, course requirements, expectations for student attendance and performance in class, and procedures for evaluating student work and computing their final grades must be distributed within the first week of class.

- b. Procedures for evaluating student work and computing their final grades should include, for example, the number and type of papers, presentations, projects, exams, and other work; expectations for attendance and class participation; and the weight assigned each in the calculation of the final grade.
- c. Except for illness (medical proof of which may be required), students should be expected to attend all classes and participate in all other assigned activities.
- d. HWS policy on the total number of scheduled class hours for a regular term course (170 minutes per week for a 14-week semester) must be made clear and observed.
- e. Final grading must be discussed with the instructor prior to leaving the country so that the Faculty Director and Hobart and William Smith Colleges can be confident that appropriate standards have been maintained. Ideally the grades should be submitted at that time, but if this is not feasible a specific timetable for submission must be agreed upon. It is particularly important that grades in courses taught by adjunct faculty be submitted in a timely manner. The Faculty Director is responsible for ensuring that all grade reports are submitted to the HWS Registrar's Office as soon as possible after the completion of the Program.

#### 4) Student Registration

The Faculty Director is responsible for assisting students with registration procedures for the following semester. If the group will be away on a program-related activity and without internet access at the time of registration, the Faculty Director must contact the CGE and the Registrar's Office to discuss alternative arrangements to ensure students are able to register in a timely way.

#### 5) Academic and Social Discipline

The Faculty Director is responsible at all times for student academic and social discipline within the Program. Students are understood to be subject to the academic and social codes of conduct of HWS and the conditions detailed in the "Behavior Standards Agreement" (signed by each student as a condition of Program participation) and to be subject to institutional discipline when in violation of those codes. In the event a student fails to meet any of these conditions, the Faculty Director will ordinarily immediately consult with the Dean of Global Education and the appropriate HWS Dean. In collaboration with the CGE, the Office of Campus Life, and the appropriate Dean, the Faculty Director has the authority to require the withdrawal and return home of any student who violates the "Behavior Standards Agreement," the HWS academic or social regulations, or local criminal laws; engages in conduct that could bring the Program into disrepute; engages in disruptive behavior; threatens their own health and well-being or the health and well-being of other students; or undermines the Faculty Director's authority in rightful pursuit of the Faculty Director's responsibilities. A student who has been found in violation of program standards may appeal their removal from a program by submitting a letter of appeal to the Provost and Dean of Faculty within 24 hours of receiving notification about removal from the program. Upon receiving an appeal the Provost and Dean of Faculty will consult with relevant staff and program participants, as needed, and render a decision. The ruling of the Provost and Dean of Faculty will be final.

#### 6) Student Housing

The Faculty Director is responsible for general oversight of all student housing arrangements. The Faculty Director is responsible for providing the Center for Global Education at HWS a complete list of student addresses and contact numbers (as well as their own address and telephone number) as soon as possible upon arrival.

#### 7) Social Activities and Excursions

The Faculty Director is responsible for general oversight of all program-related activities and excursions. The Faculty Director, or a designate clearly identified to students as the Faculty Director's surrogate, is expected to accompany students on all formally sponsored group academic and social excursions.

#### 8) Emergency Contact Info and Student Whereabouts

The Faculty Director is responsible for ensuring that students know how to contact the Faculty Director or a designate at all times and for being generally available to students for consultation and in case of emergencies. The Faculty Director is also responsible for knowing each student's whereabouts at all times, including travel plans over weekends and breaks. This should include a clear sign-out policy for which all students are held responsible. It should be possible to report on the expected whereabouts of every student for whom the Faculty Director is responsible at all times.

#### 9) Budget

In partnership with the Dean of Global Education, the Faculty Director is responsible for the development of the program budget. A standard budget worksheet is used to generate the appropriate budget line items for the development and maintenance of the program from start to finish. The Faculty Director is responsible for oversight of all Program funds and expenditures against the budget, including notifying the Dean of Global Education in the event of the need for authorization of any extraordinary expenditure. An expense log is provided, and accurate records of expenses should be kept, along with supporting receipts whenever possible, and submitted with the final report. The Faculty Director is expected to prepare and submit a final fiscal report within three weeks of the end of the program.

#### 10) Course and Program Evaluations

Evaluations for the course(s) taught by the Faculty Director as part of semester-long study abroad programs will be administered online through the same process as is used for on-campus courses.

The CGE will email a link to an online overall *program* evaluation to students near the end of the program and will let the Faculty Director know that this has been done. This evaluation asks students for general feedback on their courses but is not as detailed as the specific *course*

evaluation. Please remind students to complete these evaluations. A report based on the program evaluation feedback will be provided to the Faculty Director after program grades are in.

### 11) Final Report

The Faculty Director is responsible for submission of a final written narrative report within three weeks of completion of the Program. The report should include both a full description and a comprehensive evaluation of the Program. Some of the elements to include are:

- a. A statement of the goals and objectives for the Program.
- b. An evaluation of the courses, including those taught by adjunct faculty.
- c. A summary of excursions, guest lecturers and speakers, visits, and other special events, and an assessment of their value relative to Program goals and objectives.
- d. An evaluation of student responses to various aspects of the Program – housing/homestay experience, meals, classes, excursions, group dynamic, etc.
- e. An assessment of services provided by host institutions and/or contractual agents.
- f. Suggestions for future Program Directors: What worked? What did not work? What improvements would you make?
- g. A record of any significant medical problems or other unexpected difficulties, including any disciplinary problems and actions taken.
- h. A list of possible contacts for future Programs.
- i. An overall assessment of the Program, relative to its goals and objectives.

### 12) Additional Responsibilities

- a. The Faculty Director is responsible for ensuring that students are met upon their arrival by the Faculty Director or a formal designate and that students are advised before departure of all arrival protocols and arrangements.
- b. The Faculty Director should inform the Center for Global Education immediately of any students who fail to report on the assigned date or of any students whose travel plans are known to be disrupted.
- c. Students should be informed about how to contact the Faculty Director and whom to contact for immediate emergency assistance at all times.
- d. The Faculty Director should compile a list of all local emergency numbers as soon as possible upon arrival, including those of doctors, police or other civil authorities, embassy and consular offices, and administrative officers of host institutions. In addition, the Faculty Director should compile a list of contact numbers for all of the students participating in the program. The CGE will provide the Faculty Director with phone numbers and email addresses for individuals to contact for each student in the event of an emergency.
- e. The Faculty Director is responsible for managing any medical and other emergency situations that may occur. The Faculty Director should be familiar with emergency procedures and how to utilize the CISI insurance all program participants have to locate medical doctors and facilities.
- f. The Faculty Director should be aware of contingency fund policies and under what circumstances these funds may be used.

- g. The Faculty Director should be aware of HWS alcohol and drug policies and be aware of, and sensitive to, the laws of the host country regarding alcohol consumption and illegal drug use.
- h. The Faculty Director is responsible for making reasonable accommodation(s) for a student with documented special needs or a disability.
- i. The Faculty Director must be aware of and understand HWS Title IX policies and all other relevant policies related to racial or other discriminatory harassment and take appropriate action, in consultation with HWS officials, if a complaint is made.

13) In the Event of an Emergency

The Faculty Director is authorized, in the event of an individual or group emergency, including a medical, natural, or national emergency, to act with the full authority of Hobart and William Smith Colleges to take prompt action to strive to ensure the safety and well-being of all students. The Faculty Director should advise the Dean of Global Education at HWS immediately of any threat of political or civil disturbance or possible natural threat and will coordinate with the CGE and with representatives from CISI (and its affiliate Drum-Cussac/Crisis24) to promptly implement a plan that will strive to ensure the safety and security of the group. To the fullest extent possible any communication to parents should be vetted by the Dean of Global Education and appropriate campus officials to ensure consistency of message. The “Emergency Procedures and Evacuation Guidelines” developed by the CGE should be reviewed in advance of the Program and followed during the course of the Program.

14) Indemnification

This letter further confirms for you that Hobart and William Smith Colleges agree to indemnify and hold you harmless from and against any losses, liabilities, damages, claims, and expenses incurred by you or asserted against you as a result of actions taken by you within your scope of employment with Hobart and William Smith Colleges while serving as Faculty Director of this Program. This agreement applies so long as you comply in good faith with the terms and conditions of this Agreement and your actions are in good faith and in the reasonable belief that you are acting in the best interest of Hobart and William Smith Colleges in your capacity as Faculty Director and provided you give Hobart and William Smith Colleges prompt written notice upon your becoming aware of a potential or threatened claim or if a claim is interposed.

I acknowledge and agree to the responsibilities and duties described above.

**Faculty Director**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Schedule A

The Faculty Director is obligated to perform the following duties:

1. Immediate notification to the CGE is warranted when:
  - a. An incident occurs involving death, serious injury, or hospitalization
  - b. Faculty or staff want to terminate the program early due to civil unrest, terrorism, or hazardous conditions
  - c. A disciplinary matter may result in sending a participant back to the US
  - d. An allegation of racial, sexual, or discriminatory harassment of any kind is made
  - e. There is suspicion of theft or embezzlement
  - f. An official notice (subpoena, warrant) from the local jurisdiction is received
  - g. The program receives notice that litigation has been threatened or filed
  - h. An incident occurs that might trigger insurance coverage
  
2. Notification is warranted when:
  - a. Activities will exceed the program budget by 5% or more
  - b. The Faculty Director receives an inquiry from the local press
  - c. A student or employee falls ill or is injured and requires medical attention (non-emergency)
  
3. Records to Keep:
  - a. Documentation that students and staff attended orientation sessions (See 4 below)
  - b. Accident and incident reports and any investigation notes
  - c. Notes regarding any student behavioral or disciplinary issue
  - d. Contracts with external contractors, specialists, and professionals
  - e. Insurance policies
  - f. Foreign facility inspection and maintenance checklists
  - g. Premises and equipment inspection and repair records
  - h. Receipts and accounting documenting all program-related expenditures
  - i. Student Travel and Medical Expenses Incurred forms
  
4. Provide Orientation to Participants Covering the Following Topics:
  - a. Cultural, safety, and other issues
  - b. How faculty and staff roles abroad may differ from roles at home
  - c. The duties of on-site faculty members and foreign staff
  - d. Daytime and after-hours contact information for key personnel

- e. Crisis management, including a review of the “Emergency Procedures and Evacuation Guidelines” developed by the CGE
- f. Travel procedures, methods, and processes and the risks associated with travel
- g. Excursion procedures and requirements
- h. Responding to and reporting student complaints during the program, including incidents of crime and harassment
- i. Codes of behavior for staff and students, addressing such issues as fraternizing, consuming alcohol, and conduct during “free time”
- j. Review of the relevant laws of the country, legal sanctions, and response to legal problems
- k. Review of personal safety issues
- l. Housing rules, including safety and security measures
- m. Communicating with Hobart and William Smith Colleges to give progress updates and reports on significant injuries, medical issues, or incidents
- n. Basic first aid procedures, medical and dental care facility locations, and claim procedures
- o. Incident reporting procedures

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