

## University of Denver Policies for Off-Campus and Overseas Faculty-led Academic Programs

The University supports faculty-led courses for academic credit that are held off-campus in the U.S. and overseas through its individual academic units as well as under the auspices of the Cherrington Global Scholars Program. The policies listed in Section A below govern all such programs. Section B deals with faculty-led Cherrington Global Scholar programs.

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### **General Terms and Duties of Faculty Employment for all short- and long-term academic programs conducted off-campus and/or overseas:**

1. **Duties of the Program Director:** The Program Director shall perform preparatory, curricular, administrative, and advisory duties associated with the delivery of a University academic program, in addition to crisis management and other duties unique to delivering that program off-campus and abroad. The faculty responsibilities include, but are not limited to, the following:
  - Determining the format and goals of the program in conjunction with appropriate academic and other offices of the University.
  - Consulting with the Office of Internationalization in organizing all overseas courses. This Office acts on behalf of the University as a clearing house for all overseas programming.
  - Obtaining appropriate academic approval for any new coursework.
  - Obtaining appropriate budgetary approval for all program expenditures in advance of financial commitment.
  - Observing and recruiting for minimum/maximum enrollment for the Program by the deadline set by the University.
  - Attending an orientation, if going overseas, conducted by the Study Abroad Office together with University Counsel and Risk Management.
  - Conducting an academic course in a manner and of a quality consistent with similar and equivalent programs offered by the University.
  - Providing support, guidance, and any necessary assistance for student participants and reinforcing the Student Code of Conduct along with guidelines provided by the Study Abroad Office.
  - Maintaining appropriate contact with the University while off-campus and overseas.
  - Serving as the administrator for the University in any emergency or crisis situation affecting the well-being of any participant in the program, both in transit to or from its destination and in the course location. The Program Director must be available to students during any crisis situation and must maintain regular contact with the University at such times, remaining available to University officials when necessary.

- The Program Director should be thoroughly knowledgeable of the Crisis Communication Plan attached as Exhibit A and incorporated herein, and should implement the Plan during any crisis. If the University determines that a crisis or emergency situation exists, the Program Director will act in accordance with stated responsibilities and accept directions from appropriate University offices.
  - The duties of the Program Director described in this policy statement are cumulative to the Program Director's duties as an employee of the University. The Program Director shall abide by and comply with the practices and policies of the University while performing duties for the University off-campus or in an overseas location.
  - All of the above requirements are also applicable to any University Staff, Graduate Assistant, or Adjunct Faculty member involved in the conduct of an off-campus or overseas course.
2. **Compensation:** The Program Director and any other participating faculty members for Interterm and other short-term and non-Cherrington programs will be compensated per agreement with the office budgeting the program and with approval of the dean of the faculty member's academic unit. Compensation may include salary or stipend and coverage of expenses, either on a reimbursement or per diem basis. Further policy elaboration in order to achieve clarity regarding such compensation may be produced either by particular University units for programs under their sponsorship or on a University-wide basis. Policies governing compensation for faculty conducting Cherrington Global Scholar Programs are outlined below in Section B. Policies governing staff compensation for any program include:
- Exempt Staff who may be involved in an off-campus or overseas course with approval of their supervisor and the head of their academic or administrative unit may participate under their regular salary if their Program responsibilities are related to their normal responsibilities on campus. If not, they must take vacation time or discretionary leave of absence for their period of participation, and compensation will be determined within the Program budget.
  - Utilization of a non-exempt employee in a staff role for an off-campus or overseas program requires advance consultation with and approval by the Director of Human Resources. Such participation is normally to be avoided. In order to be approved the position requires a job description that will qualify for exempt status, it must be compensated separate from the participant's regular employment, and the employee must voluntarily take vacation time or leave of absence from his or her on-exempt position.
3. **Dependents:** The University will not be responsible for nor provide for any expenses of dependents/family members or other traveling companions of the Program Director. The Program Director should notify the Office of Internationalization if he or she is taking

dependents/family members overseas. Directors of off-campus Programs in the U.S. should notify their sponsoring offices of any dependents/family members traveling with the Program. The presence of such persons should not interfere with the Program Director's duties pursuant to this policy. Should the Program Director travel abroad with any minor for whom the Program Director is responsible, a legally responsible adult outside of the program must be available on site at all times and the minor must not participate in any part of the program, including field trips or group travel. The Director and all dependents must carry appropriate international health insurance. The same principles apply to any other faculty or staff who may share in leading a Program.

## **Policies for Approval of Faculty-led Programs in the Cherrington Global Scholars Program**

### **1. Nature of Faculty-led programs under the Cherrington Global Scholars (CGS) Initiative**

- In developing CGS programming, the University's institutional priority is to put in place direct relationships with foreign institutions or international program consortia. The University recognizes, however, that a limited number of faculty-led programs serving special programmatic interests may be appropriate for the CGS Program.
- Faculty-led courses will only be considered for adoption into the CGS Program if they accomplish academic goals that cannot be met by direct University relationships with overseas universities and if they serve a significant academic purpose in enhancing the educational experience of University of Denver students.
- CGS programs are "owned" by the University and a specific academic unit, not by individual faculty members, and should be capable of being sustained over a period of time with more than one faculty Director.
- CGS programs are exclusively for undergraduates and are of at least one-quarter length in duration. CGS study abroad does not take place in Interterm or summer. Graduate students are not covered by the CGS commitment.

### **2. Principles for Developing CGS Faculty-led Programs Overseas**

- Any Program must have an academic home either within a particular academic unit and its dean, or, if the Program crosses divisional lines, under a faculty committee reporting to the Provost.
- Before preparing a formal proposal, faculty members should consult with their department chair and dean, the Director of CGS Development, and the Chair of the CGS Faculty Board.
- The Program proposal must include the following details:

- A clear description of the academic and extra-curricular content of the Program (including full details of all courses included in the Program) and its relevance to an existing program of study at the University.
  - Reasons why such a Program is relevant for inclusion in the CGS program, uses the resources of a particular location, and is not duplicated by study available in a specific overseas location.
  - A detailed and fiscally viable Program budget developed in conjunction with the Office of Internationalization.
3. **A CGS Program proposal form is available from the Chair of the CGS Faculty Board. The formal approval process for a new Program should begin two (2) years before the quarter the Program is initiated.**
- Once the Program proposal is developed and before final approval can be given, any new University course, including any course custom-arranged and conducted by adjunct faculty overseas, requires approval by the standard course approval process (Department, Foundations, Core, and Undergraduate Council, as needed).
  - The inclusion of courses offered by an overseas university as part of the Program requires approval by the CGS Faculty Board before the Program proposal is finalized.
  - In developing a proposal for a faculty-led Program, the faculty member making the proposal normally assumes responsibility as Program Director, at least for the initial year in which the program is to be offered, and must work with the Office of Internationalization in identifying and negotiating arrangements with any facilitating parties either in the United States or abroad—whether universities, adjunct faculty, or suppliers of accommodation and excursions.
  - The full Program proposal (including the budget) must be formally approved by the faculty member’s academic department, dean, the Provost’s Office of Planning and Budget, and the CGS Faculty Board, in this order.
  - Once approved, the Program is then activated with the Office of Internationalization.
  - Aside from facilitating logistical arrangements, the Office of Internationalization is responsible for arranging to have the approved Program and its courses implemented within the student information system (securing revenue distribution codes, registration codes, etc.)
  - The CGS Faculty Board will annually review and assess all faculty-led CGS Programs, including academic, operational, and fiscal elements of the programs.
  - Renewal of a Program Director, or the selection of a new faculty member to serve as Program Director, is the responsibility of the dean (or Faculty Committee, when applicable) with authority for that program, in consultation with the Office of Internationalization and the CGS Faculty Board. This process should be completed 18 months before the program is held.

- The Study Abroad Office, shares responsibility for Program marketing along with the active participation and initiative of the Program Director.
- Curricular advising is the responsibility of sponsoring departments, but the Study Abroad Office is responsible for assisting students in their registration for the program and in providing procedures and advising assistance necessary for students studying abroad.
- Both faculty and students involved in the Program are required to attend orientation sessions administered by the Study Abroad Office and the CGS Faculty Board (together) prior to departure.
- Faculty Program leaders shall observe all the policies outlined in A.1.1 above in addition to their normal academic duties.

#### 4. Faculty Compensation

- Faculty leading CGS programs overseas normally teach on an on-load basis covered by the instructor's normal salary based in his or her academic unit. If mutually agreed between the dean and the Program Director, teaching may be carried out off-load and compensated from the Program's budget at the normal overload rate of the Program Director's academic unit. (If the teaching is carried out on an on-load basis and if it is necessary to have replacement instruction provided on campus, the Program budget will reimburse the Program Director's academic unit in the amount of standard overload or adjunct faculty rates, as applicable to the specific case.)
- Program Director compensation will include an administrative stipend separate from the Director's regular salary or off-load instructional compensation. The criteria for and amounts of administrative stipends will be set by the CGS Faculty Board.
- Covered Program Director expenses are the reasonable costs of travel to and from the program site, housing, utilities, and provision of a cellular phone and internet access where possible. The Office of Internationalization shall, as nearly as possible, seek to provide equivalent levels of housing among Program Directors for CGS programs, but the dollar amounts for such housing may vary by location and other circumstances.
  - Coverage of Program Director expenses may be implemented by direct billing, or on a reimbursement basis (within a fixed allocation), or by a per diem established for the particular Program location by the Office of Internationalization with the approval of the Controller's Office.
  - Food and personal expenses are not covered, but the same expenses as are covered for students on accompanied course excursions are covered for the Program Director.
  - The amounts budgeted for coverage of expenses, but not instructional or administrative salary or stipends, may be adjusted for currency fluctuations that significantly change the value of budgeted dollars.

- For provisions regarding dependents, see Part A: *General Terms and Duties of Faculty Employment for all short- and long-term academic programs conducted off-campus and overseas* (above).

## 5. Budget and Revenue

- All faculty-led CGS Programs are budgeted in the Office of Internationalization. The Program Director is responsible for conducting the program within the budget and in general accord with planned expenditures. Any expenditure beyond the budget due to unforeseen problems or emergencies should be approved by the Director of CGS Development if circumstances permit.
- All eligible tuition revenue (tuition at “effective rate,” less financial aid discount) for CGS faculty-led programs will track first to the individual Program’s budget maintained in the Office of Internationalization and ultimately to the overall CGS budget. The first claim on all tuition revenues is to cover the direct operating and contingency expenses of the Program. Costs of student housing, meals, and required excursions/field trips in excess of the on-campus room and board costs will be provided at no additional cost to students who are Cherrington Global Scholars. (Student transportation costs to and from the program site are covered by the CGS overall budget and normally are not attributed to the budgets of individual programs.)

### Faculty/Staff/Graduate Assistant Signature

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Date:

X \_\_\_\_\_