

FACULTY LEADER CONTRACT

Seminar Director: _____

Seminar Name: _____

I understand that as a faculty leader for a Baldwin Wallace University study abroad seminar, I am expected to abide by the following guidelines:

1. Attend the mandatory “Next Steps Workshop”, to learn about faculty leader responsibilities, the Study Abroad Center responsibilities, student responsibilities, to become proficient with Studio Abroad software (online application), and more.
2. Complete an Exploratory site evaluation and submit a summarized report to Study Abroad shortly after your return. (*Checklist of information located in handbook*)
3. Develop academic content of the seminar, including but not limited to, the syllabus, course schedule, learning objectives, and Blackboard site.
4. Develop in-country travel and logistical arrangements including but not limited to, housing, in-country and local transportation, meals, and excursions. In addition to these plans, faculty leaders are expected to develop contingency plans, in the event that complications arise.
5. Provide a tentative and final budget for all academic and travel expenses to Study Abroad.
6. Recruit students and promote campus wide by visiting classes, attending the Study Abroad fair, and leading information sessions. *Study Abroad will provide seminar specific publications.*
7. Work with Study Abroad to arrange two mandatory pre-departure student orientations to cover group dynamics and practical and logistical information.
8. Collaborate closely with Study Abroad by providing regular updates regarding student seminar acceptance, logistical and travel arrangements, budget updates, etc.
9. Attend a mandatory Risk Preparedness Workshop and abide by Study Abroad Emergency Response.
 - a. If I am unable to attend the workshop, I will set up a meeting with Study Abroad, the Dean of Students, the Director of Diversity Affairs, and Counseling Services, in order to gain the necessary information.
10. Determine 2-3 back-up faculty members who can serve as faculty leaders in case of an emergency causing me to be unable to lead the seminar.
11. I have read and understand the Faculty Risk/Health Statement and I am aware of the risks to my health that travel will impose during my participation in the seminar.
12. Conduct a mandatory on-site orientation with seminar participants after arrival to the seminar destination (*see On-Site Orientation Checklist*).
13. Remain in the program destination and accessible to students 24/7 throughout the duration of the program.

14. Live in the same facility as students.
15. Supervise students and facilitate development of academic and intercultural goals both prior to departure and on-site.
16. Abide by Baldwin Wallace University Non-Discrimination policy and ensure that all other faculty, staff, and students do so as well.
17. Become familiar with Baldwin Wallace University Sexual Misconduct Policy and respond appropriately to claims of sexual misconduct.
18. Abide by the Faculty Alcohol Policy (*located in the handbook*), which prohibits seminar leaders from consuming alcoholic beverages in front of students at any time throughout the seminar.
19. I have read and understand the Study Abroad “Policies and Procedures for Leading a Faculty-Led Program” handbook.

I understand that Study Abroad reserves the right to cancel a seminar due to insufficient enrollment or in case of a situation which risks the safety and well-being of students.

I acknowledge that I have read, understand and pledge to abide by the terms and expectations of this contract.

Signature

Date

** Language of this document has been heavily borrowed from the University of Georgia, NAFSA, the University of St. Thomas, and Arizona State University*