FACULTY AND STAFF DIRECTED PROGRAMMING ABROAD PROCEDURES

I. PURPOSE OF ESTABLISHMENT OF PROCEDURES FOR FACULTY AND STAFF DIRECTED PROGAMMING ABROAD AT UCCS

The primary objective is to establish procedures that will provide the foundation and framework for leading UCCS Short-term Faculty and Staff Directed programming abroad. Implementation will provide standards and procedures that ensure the same value and experience for students regardless of seminar/class location. It is important to note that the planning process for such a program is at least 12-15 months in advance of the desired departure.

II. DEFINITIONS

a. *Short-term Faculty and Staff Directed Programming Abroad:* A student international travel abroad experience led by a UCCS employee or Program Leader. Includes credit and non-credit student international travel abroad.

b. *Participant:* A student or community member participating and registered for the UCCS Short-term Faculty and Staff Directed Program Abroad (note: programs must meet minimum student participation rates).

c. *Program Leader:* A UCCS employee (i.e. faculty and staff) that is leading or planning to lead a Short-term Faculty and Staff Directed Program abroad.

d. *Program Provider:* Program Providers coordinate program logistics, provide additional support to include 24/7 on-site non-academic program coordinators, emergency assistance, and in-country support. Program Providers reduce the risk for the university as the Program Provider assumes some liability and risk due to their role in logistical management and contracts. A Program Provider is another point of contact for both the Program Leader(s) and UCCS should emergencies or logistical issues arise.

III. PROCEDURES

A. Require the Use of Program Providers that offer 24/7 program support

a. This will allow one (1) UCCS program leader (faculty or staff) for groups of less than 15 (larger group sizes may require an additional UCCS program leader or Program Provider staff).
b. This will ensure a professional, local presence on the ground that can respond to emergency issues and provide logistical support.
c. This will provide UCCS campus-based risk and emergency response employees and Program Leaders to have a 24/7 reachable contact.
d. This will provide assistance for participants that may need to stay behind due to health and safety concerns.

e. This will allow the UCCS Program Leader to focus on learning and academics of the program as there is a contracted full service Program Provider.

B. International Affairs will develop and maintain a list of vetted Program Providers
   a. Vet providers that offer 24/7 support based upon industry best practices for providers (i.e. Forum Guidelines for Good Business Partnerships and Work with Providers and other CU-vetted Program Providers).
   b. Vet providers that meet CU International Service Provider Agreement criteria.
   c. Utilize vetted providers to acquire bids/proposals based upon the Program Leader's itinerary.

C. International Affairs will provide support to UCCS faculty and staff leading short-term program abroad
   a. Utilize a list of Program Providers that have 24/7 program and staff support.
   b. Develop and update training and resource materials for leading such programs at UCCS based upon bullets listed above under II. A.
   c. Collaborate with Program Leaders on the development of itineraries that will be used by IA staff for the Program Provider bids and contract(s).
   d. Set-up initial meetings with approved Program Providers and UCCS Program Leader.
   e. Manage the selected contract signature process.

D. UCCS Program Leaders (i.e. faculty and staff who lead programs)
   a. Review and adhere to the materials outlined in the International Affairs Handbook inclusive of any required guidelines, forms, expectations, policies, and procedures developed for being a Program Leader.
   b. Adhere to deadlines established for serving as a Program Leader and facilitating a Short-term Faculty and Staff Directed Program.
   c. Participate in and complete all trainings and meetings related to leading a Short-term Faculty and Staff Directed Program and serving as a Program Leader.
   d. Provide International Affairs with a finalized itinerary by due date that International Affairs will use to acquire bids/proposals from vetted Program Providers.
   e. Work with departments and Colleges/Schools/Divisions on required course approvals for the associated class(es) offered for the Short-term Faculty and Staff Directed Program and obtain all required approvals and signatures.