

Policy for Study Abroad Programs Leader Eligibility

Proposed by International Programs Coordinating Committee

Approved by Academic Council--April 20, 2015

Study Abroad programs must have sufficient personnel to manage the delivery of academic content and manage risk effectively. Adequate staffing may take various forms and needs to be considered in light of the program specifics.

Compliance With University, State And Federal Regulations

In the design and implementation of a study abroad program, directors must adhere to all university, state and federal policies and regulations governing their professional and ethical conduct including those related to their interactions with students and fellow employees, risk management, procurement processes, Title IX and non-discrimination.

Clemson University does not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran's status or genetic information.

Faculty Led Programs And Two-Deep Leadership

Study abroad programs offered by the University require two-deep leadership to comply with recommendations for risk and crisis management and response teams.

For faculty directed study abroad programs this leadership can be drawn from faculty and/or professional staff who will serve as "directors" of said program. All faculty and/or professional staff participation in study abroad programs must be approved by his/or supervisor and the Chair of the Department sponsoring the program.

One of the two directors must be an active Clemson faculty member (i.e. full, associate or assistant professor, or lecturer).

Adjunct faculty, administrative staff and/or graduate assistants may serve as the second director alongside an active faculty member. Alternatively, with the approval of the Dean of the sponsoring college and Vice Provost of Global Engagement, the second director may be a scholar or professional contracted from other institutions in the US or the destination country.

All directors must be in a professional, contractual relationship with Clemson University and be compensated for their service as director, either directly by Clemson or through an approved third-party vendor (i.e. host institution, NGO, study abroad program

provider). On-site program providers must be vetted for their ability to manage risk, respond to emergencies and support students on site in accordance with Clemson policies and expectations of quality. Provider responsibilities will be articulated in written agreements.

Additional Required Practices (can be waived only with approval by the Provost):

- One of the faculty/staff directors must be the faculty of record for an accompanying course.
- At least one of the faculty/staff directors will have visited the destination prior to taking students there.
- When group airfare is arranged, one faculty or staff director must accompany the group.
- Faculty and staff accompanying student groups will not share hotel rooms or sleeping accommodations with student participants.
- On short-term programs wherein hotels, hostels or group housing is arranged, faculty are expected to reside in the same hotel as students. If this is not possible, their accommodation must be within reasonable commute to the student accommodations. Students will be informed of the location of faculty accommodations unless on-site provider manages emergencies.