Global Study Programs

Faculty Member Agreement

If my Global Study program is approved by the Global Education Advisory Committee (GEAC), I agree to read and carry out the responsibilities described in the “Faculty Handbook for Developing and Directing Global Study Programs.” These responsibilities include, but are not limited to, the following:

- Ensure the courses offered for the program have departmental approval and are listed in the university course catalog;
- If any significant portions of the program change, I will submit an addendum to the Global Study program proposal before the student application is opened;
  - Significant changes include but are not limited to: addition or change of faculty leaders, teaching assistants, and/or program support staff; changes to course content, excursions, or program activities; addition or change of program sites, any program date changes, change in CU Denver course code;
- Inform my department chair and/or associate dean about the aforementioned changes;
- Be present on campus during the fall semester prior to the program to actively promote the program and recruit students to participate;
- Submit a budget estimate for my program that complies with the OGE deadlines.
- Recruit the minimum number of students as indicated in the program budget; if the minimum is not met, agree to reduce budget items in order to allow the program to run without a deficit. Be present on campus during the semester prior to the program to provide pre-departure meetings(s) for admitted students;
- Participate in the mandatory Faculty Pre-Departure Orientation administered by the Office of Global Education (OGE) in December for winter programs and April for winter programs.
- Require course assignments only after the beginning of the program’s academic term;
- Communicate to students the course syllabus, program itinerary, and daily calendar;
- In the event of an emergency, refer to and follow the protocol in my program’s Emergency Action Plan (EAP) that I developed in conjunction with OGE;
- Inform OGE in a timely manner about critical incidents that take place during the program and complete the OGE Incident Report;
  - Incidents include but are not limited to: illness, behavioral issue, serious injury, sexual assault or rape, crime, missing student, arrest, hostage, political/security, natural disaster, and death;
- Encourage students to complete an online program evaluation administered by OGE within 30 days of the program end date. Evaluations will be made available to OGE staff, myself, my department chair and associate dean;
- Submit grades for each student at the end of the program, by the stipulated deadline;
- Label, translate (if necessary), and organize receipts for all program-related purchases. Submit all labeled/organized receipts and any remaining funds to the Finance and HR unit in the Office of International Affairs within two weeks of program completion;
I acknowledge that if my program is cancelled due to low enrollment I will not be permitted to re-submit my proposal within the same academic year. If my program is cancelled due to reasons beyond my control (e.g. new U.S. State Dept. Travel Advisory level of 3 or 4 for program site), I may be eligible to re-submit my proposal within the same academic year and will discuss my options with OGE staff.

I acknowledge that in my capacity as faculty leader and as a representative/agent of CU Denver, my first responsibility at all times is to the student participants of the program. I acknowledge that I am a “responsible employee” as per CU Denver policy and I am therefore subject to mandatory reporting to the University incidents of discrimination, harassment, sexual misconduct, and/or retaliation by or upon campus community members. I agree to make every reasonable effort to promote the health, safety, and well-being of the students, and to promptly inform the university of any threats or concerns related to the health, safety, or security of the program and/or its participants.

My electronic signature on this document indicates that I agree to read and carry out the responsibilities enumerated above and in the “Faculty Handbook for Developing and Directing Global Study Programs.” I acknowledge and agree that failure to meet these responsibilities may result in my program proposal being denied by GEAC during the following year’s proposal process.

____________________________________  __________________
Signature                          Date