



Global Study Programs Faculty Member Agreement 2024-2025

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 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 notify the Office of Global Education in writing before the student application is opened, and may be subject to additional procedures;
 - Significant changes include but are not limited to: addition or change of faculty leaders and/or program support staff; addition or change of program locations, any program date changes, change in CU Denver course code; change in U.S. State Department Travel Advisory.
- Inform my department chair and/or associate dean about the aforementioned changes;
- Submit a scope of work for program support staff;
- For both winter and summer programs, be present on campus during the fall semester to actively promote the program and recruit students to participate;
- Review student applications on a rolling basis and reach out to new applicants in a timely manner;
- Interview all applicants and verify that applicants meet both OGE’s and my published eligibility requirements prior to acceptance; this includes verifying that undergraduate students are eligible for graduate courses and that graduate students are identified prior to acceptance for a undergraduate course.
- Recruit the minimum number of students as indicated in the program budget; if the minimum is not met, agree to cancel the program or make budgetary adjustments 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 meeting(s) for admitted students;
- Attend in person and actively participate in the mandatory Faculty Pre-Departure Orientation administered by the Office of Global Education (OGE) in December for winter programs and April for summer programs. If unable to attend sessions, schedule an individual appointment with your program manager;
- Communicate to students the course syllabus, program itinerary, and daily calendar prior to the start of the program;



Global Education/Study Abroad

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- Be present for the entire duration of the course;
- 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;
 - Incidents include but are not limited to: illness, behavioral issue, serious injury, sexual assault or rape, 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;
- Stay within my approved program budget and acknowledge that I may be personally liable for costs not reflected in the approved budget.
- 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-attempt the program within the same academic year. If my program is cancelled due to reasons beyond my control (e.g., new International SOS Advisory level of ‘high’ or ‘extreme’ travel or medical risk for program site), I may be eligible to re-attempt my program 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 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