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**Terms and Conditions for Faculty Directors Teaching Summer Programs Abroad (2017)**

**Role of Faculty**

The appointment is made by Syracuse University Abroad (SU Abroad) with the approval of the college dean and your department chairperson. Appointments are contingent upon sufficient student enrollment, and faculty assistance with recruitment is part of the assignment. The responsibilities of a summer faculty member vary from one to nine credits and are normally three or six credit hours of teaching (or its equivalent). Administration of the program abroad is also required of those faculty who are serving as program directors. Summer faculty members are expected to be present at the program site for the duration of the program.

**Course Scheduling and Academic Calendar**

The exact dates vary from year to year and among programs. A six-credit hour program is generally five or six weeks long. Three credit courses that have an additional 3-credit independent study/internship option to become a 6-credit program are exempt from the minimum contact-hour requirement.

According to New York State Education guidelines, a three-credit non-studio course should meet for a minimum of 37.5 clock hours, including exams and course-related periods of field trips. Therefore, for six credit hours, there should be a minimum of 75 contact hours. As a guideline, a five-week, six-credit program should meet as follows to comply:

* Plan A: 3 hrs./day x 5days/week x 5 weeks = 75 hrs.
* Plan B: 4 hrs./day x 4 days/week x 5 weeks = 75 hrs.

For studio courses, the academic units have established the following guidelines: for a three-credit studio course, students must spend 84 hours of studio time with the faculty member. As a guideline, a five-week, three-credit studio course should meet as follows to comply:

* Plan A: 4-1/4 hrs./day x 4 days/week x 5 weeks = 85 hrs.
* Plan B: 6 hrs./day x 3 days/week x 5 weeks = 85 hrs.

In case more than one person teaches a course, faculty will split the course credits (i.e., two faculty teaching a 3 credit course will be paid for 1.5 credits each). In such a case, the teaching load and logistics will be divided by the faculty themselves.

**Grades**

Grades are due one week following the completion of the summer program unless the grade is based on an extensive research paper. Grading research papers promptly would be greatly appreciated. Faculty are required to submit grades online through MySlice. **The final deadline for grade submission for SU Abroad’s summer programs is Monday, August 14, 2017**. If student work has not been submitted by this date, the faculty and student must submit an incomplete form detailing the date by which the student must complete the final work for the course, and the grade which the student will receive if the work has not been submitted by this date. Due to the fact that in previous years many faculty failed to submit grades in a timely manner, the final payment of your summer salary will not be distributed until ALL grades (or incomplete forms) have been submitted for each student registered for your class/program.

**Administrative duties**

In addition to the responsibilities that come with teaching courses and recruiting students for summer programs, faculty members will be responsible for management of other programmatic components outside of the classroom. These components could include but are not limited to: the organization of in-country activities, excursions, housing, meals, budgetary issues, and involvement in emergency situations. Those who also serve as program directors (those who operate programs outside of one of our overseas centers) must carry out the protocols outlined in the Summer Study Abroad Emergency Procedures Manual. This document will be included in your packet at the required pre-departure orientation meeting in Syracuse. **Attendance at a faculty orientation meeting is mandatory.**

**Excursions and cultural activities**

Faculty are expected to organize a number of activities and excursions to complement classroom contact hours during their program abroad. Activities/excursions can be directly related to course content but can also be designed as cultural enrichment. Faculty are expected to accompany students on activities or excursions that have been planned as part of the program. Excursions and cultural activities can count as contact hours only if they are planned as an integral part of the syllabus and contain an active teaching component. For example, a faculty member accompanying students to an art exhibit would not count as contact hours; visiting a museum or a historic site and giving a lecture and organizing a discussion around a particular work or site would count as contact hours.

**Program Advance and Reconciliation**

Faculty are expected to work with SU Abroad on the program’s budget and understand how the budget works. Prior to departure, if necessary, the faculty director will receive a program advance in the form of a check or deposit. This advance will be used to pay for all program-related costs that cannot be paid from SU Abroad or an SU Center as planned for in the budget. Spending has to stay within the budget allotments. Faculty directors must get **itemized** receipts for all program expenses and each expense must be logged in the reconciliation report following the SU Abroad reconciliation guidelines. The faculty director has to submit all itemized receipts as well as the expense report to SU Abroad **within 30 days** after the program end date. Expense reports will be returned to the faculty if they do not follow those instructions. Expenses submitted without proper documentation are subject to refusal by the Comptroller’s Office. SU Abroad will tally the expenses and inform you of the amount that needs to be returned to Syracuse University. The final payment of your salary will be distributed once your expense report, grades, and program evaluation have been submitted (within 30 days of the end of the program) and all expenses have been reconciled and approved by your home college (2-3 weeks after drop-off on average).

**Course promotion**

Faculty are expected to advertise their specific program through departmental contacts, in the classroom, through classroom visits, to non-Syracuse University colleagues, and by other creative means. SU Abroad will assist with the promotion through study abroad fairs, emails, flyer distribution, advisor meetings, social media, etc. SU Abroad can also accompany faculty to classroom visits, if schedules permit.

**Remuneration**

Salary will be determined by established guidelines set by Summer Sessions at Syracuse University, and contracts are issued as soon as final student enrollments can be confirmed. Some students withdraw from programs, even after they have paid their advance deposits. If this occurs in late April or May, most other program students will have already purchased tickets that cannot be refunded, making it too late for SU Abroad to cancel the program. In this situation, SU Abroad and faculty will need to review the program budget to make cuts in operating expenses, which may also necessitate a renegotiation of salary at the request of the relevant college dean. In addition to their summer salary, faculty will receive a travel allowance and a housing allowance if necessary, paid in dollars prior to departure. If SU Abroad arranges and pays for faculty accommodations overseas, the housing allowance will not be included in the remuneration package.

The living allowance is supposed to help faculty with the cost of hotel/apartment rental abroad as well as offset some of the added costs of eating abroad. The living allowance is not expected to cover all food costs and is not intended to cover all living expenses for faculty while abroad.Snacks, laundry, and other such expenses are on the faculty member’s personal account and should be covered the same as in the U.S., by regular salary income.

**Family members**

SU Abroad must be notified if family members or guests are traveling abroad with you as part of the program. Family members who do accompany summer faculty and take part in summer program activities must complete and sign the Guest Liability Waiver. Family members are permitted to travel and live with teaching faculty during a summer program abroad, as long as teaching faculty understand that the program (and students) remains their top priority for the duration of the scheduled dates. NOTE: SU Abroad can only cover the teaching faculty’s expenses. Cost for additional family members will be the responsibility of the faculty/family. These costs may include airfare, supplemental daily fee for additional accommodations, meals, activities, transportation, etc.

**The role of SU Abroad**

SU Abroad acts as the primary resource for all faculty planning a summer program abroad. In the planning and teaching phase, faculty will work with the SU Abroad staff and on-site support in all aspects of the course. This includes coordination of housing for both students and faculty, meals for students, and the organization of cultural activities and excursions.

**Guest speakers**

SU Abroad encourages interactions between faculty, program participants, and local people of interest. SU Abroad supports faculty who wish to integrate an occasional local guest speaker into the syllabus of a summer program. A list of guest speakers and their expected payment must be provided to SU Abroad prior to the beginning of the program. The Faculty Director will ask guest speakers to submit an invoice as well as tax forms to SU Abroad after the lecture is delivered in order for them to receive payment.

**Support of on-site coordinator**

Summer programs may require the assistance of on-site support to secure housing and appropriate classroom facilities, organize activities and excursions, and provide back-up for faculty in emergency situations. SU Abroad, in consultation with the faculty member, decides which person or institution in the host country should perform such services. Please note that the faculty member acts as the leader and primary contact for all aspects of a summer program, even when an on -site coordinator has been contracted to assist.

**Risk Management: Assistance and support in emergencies**

Faculty, as primary contacts, and on-site coordinators are responsible for providing reasonable assistance to students throughout the duration of the course. This may include assistance during an incident or emergency. In addition, if illness or emergency makes it impossible for the faculty leader to perform their duties, SU Abroad must be notified immediately and a system must be in place to transfer responsibility to another authority on-site.

**New Faculty Directors are required to attend a mandatory pre-departure workshop, which will take place in the spring.**

**Minimum enrollment and cancellation policy**

Minimum enrollment may vary slightly from program to program based on location and budgetary constraints as coordinated by SU Abroad. SU Abroad reserves the right to cancel a summer program in case the financial or logistic viability of a program cannot be assured. If a program is cancelled, faculty and students will be notified in a timely manner. Whenever possible, students in a cancelled program will be offered the opportunity to be redirected into an alternative program.

Name of Faculty

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Signature Date