

**DePaul University  
College of Liberal Arts and Social  
Sciences  
Study Abroad Committee**

**SHORT-TERM STUDY ABROAD PROGRAMS  
PROGRAM DIRECTOR POSITION DESCRIPTION & RESPONSIBILITIES  
Revised by the LAS Study Abroad Committee on 02/07/2024**

This document outlines the many responsibilities of program directors of short-term study abroad programs. The final approval of faculty directors for short-term study abroad programs originating from the College of Liberal Arts and Social Sciences (LAS) is made by the Dean. The Dean relies upon the recommendations of the college's Study Abroad Committee. Once the Dean approves it, a program director for a short-term study abroad program works with the staff of the university's Study Abroad office to bring the respective program to fruition.

Short-term study abroad programs are intensive experiences that place many demands – administrative, physical, and psychological – on faculty beyond those normally encountered in courses taught on campus. Faculty should carefully consider whether they are prepared to perform the multiple roles required before applying for such a position.

The following proposal deadlines are in place for those who wish to be considered as Program Directors for short-term undergraduate study abroad programs:

- **September 15:** Applications due for programs scheduled for the December intersession of the subsequent academic year.
- **February 1:** Applications due for programs scheduled for spring break of the subsequent academic year.
- **April 1:** Applications due for programs scheduled for the summer of the subsequent academic year.

To apply for a position, follow the instructions found in the *Call for Proposals for Short-Term Study Abroad Programs*, which is announced prior to each of the proposal deadlines. Faculty interested in developing a new program should follow the [Proposal Guidelines for Short-Term Study Abroad Programs](#). If you have questions about these processes, please contact either the chair of the LAS Study Abroad Committee or Study Abroad.

The proposal process is competitive. Applications submitted after the relevant deadline will not be considered.

### **Eligibility**

Eligibility criteria for those faculty applying to be a Program Director are based upon contractual status, local embeddedness, and cultural competence.

Contractual status: Full-time tenured, tenure-track, and term faculty at DePaul University are eligible to submit a proposal. Faculty must secure the approval of their departmental chair/dean before developing a proposal. Full-time administrators and professional staff in blended teaching and administrative positions may apply with the approval of the Dean of LAS and their supervising VP/Dean. Part-time, visiting faculty, and graduate students are not eligible to propose study abroad programs, although in some circumstances may be eligible to participate as an instructor. Faculty who will be on leave between the time of proposal and the program date must document that they will be on campus and

available for recruitment selection and logistical planning purposes. If you have questions about eligibility, please contact Study Abroad *prior to* preparing a proposal.

Local embeddedness: The committee values demonstration of deep and meaningful familiarity with the context, which could be demonstrated in several ways. Evidence of embeddedness in two or more of the following is preferable:

1. Language proficiency
2. Prolonged research
3. Long-term connections with local institutions (length & strength of relationship)
4. Extended residency

Cultural competence: A critical factor in the educational effectiveness of any study abroad program is the competence and comfort of the program director in negotiating and operating in the socio-cultural milieu of the off-campus location/s. This competence often includes but is not limited to:

1. Familiarity with the local language as necessary to lead a group of students in the location;
2. An understanding of the host society and cultural practices and the ability to assist students in understanding and interpreting those practices;
3. Skill in guiding group interaction among students with diverse identities and building inclusive and equitable learning environments;
4. Ability to respond constructively to unexpected challenges;
5. Technical competence in working with local service providers.

Faculty are required to provide specific evidence in support of this component in their application.

### **Responsibilities and Expectations for Program Directors**

1. *Recruitment Responsibilities*. Directors of short-term study abroad programs are expected to:
  - a. Recruit the minimum number of students required for the viability of the program;
  - b. Participate in wider Study Abroad recruitment events. Become acquainted with recruitment, publicity, and curricula of previous study abroad offerings;
  - c. Write, or assist in writing, emails and promotional materials for prospective applicants about the program;
  - d. Assist Study Abroad with preparation of print and electronic promotional materials.
  - e. Announce information about the program in classes and convey information to colleagues so that they can make announcements in their classes.
2. *Academic Responsibilities*. Academic responsibilities of a program director include the following:
  - a. Develop a comprehensive syllabus in line with the program guidelines that incorporates course activities at DePaul (whether before or after the excursion, or both) and onsite;
  - b. Conduct any necessary pre-departure orientations and meetings to prepare students for the upcoming program;
  - c. Develop activities and field-based experiences appropriate to the on-site location in order to meet program learning objectives;
  - d. Inform students of course requirements and performance standards and evaluate student performance on the basis of these stated requirements and standards;
  - e. Submit grades for course(s) taught within the appropriate grading window.
3. *Administrative Responsibilities*. The administrative responsibilities of a program director include the following:
  - a. Review student applications;
  - b. Schedule and conduct student interviews following the respective student application deadline;
  - c. Be available for meetings and email correspondence with Study Abroad and program participants in the period from approval of the program through completion;

- d. Work closely with Study Abroad staff in planning and finalizing the program budget prior to the student application deadline for the program;
  - e. Prior to departure, meet with Study Abroad staff to review how travel funds are administered, receipts are collected, and reimbursements are processed;
  - f. Assume responsibility for travel funds via the program cash card, maintain accurate records of program-related expenses incurred, and submit accounting of expenses and original receipts to Study Abroad staff for accounting within 10 days after completion of the program. Receipts should be organized and recorded in the format provided by Study Abroad prior to departure;
  - g. Maintain emergency/miscellaneous student funds, disburse funds as necessary, and account for those funds at the end of the program. Note: These miscellaneous funds are to be used for unexpected program-related expenses. Students should not be loaned money from contingency funds for personal expenses;
  - h. Arrange, direct, and accompany students on field trips, tours and group activities;
  - i. Act as liaison between program participants and any of the following applicable groups: student residence staff members, hotel/hostel management or host families, and/or host country academic institution;
  - j. Attend training and workshop session provided by Study Abroad and become familiar with the procedures for utilizing the selected health insurance plan;
  - k. Meet with Study Abroad staff after returning to DePaul for a debriefing session within 30 days of the completion of travel;
  - l. File the mandatory written [Program Director Report](#) (see appendices), for with Study Abroad within 30 days of the completion of the program. This report should evaluate curriculum, field trips, tours, classroom and student housing facilities, etc., and making recommendations for future programs. In LAS, the Study Abroad Committee receives from the Study Abroad Office and reviews program evaluations. Program Directors are encouraged to address in their report any significant trends or comments in the program evaluations. **The failure to submit such a report by the designated deadline may exclude a faculty member from participating in future study abroad programs.**
4. *On-site Student-Life Responsibilities.* Once on-site, program directors are expected to:
- a. Be sensitive to the emotional, logistical and medical needs of students;
  - b. Advise students in cultural adjustment and intercultural issues;
  - c. Monitor and mediate group or interpersonal conflict among program participants;
  - d. Help resolve differences between a participant and host family (if applicable);
  - e. Regularly and responsibly monitor participant safety;
  - f. Ensure that students are well informed of DePaul's safety and security procedures and that all emergency communication channels are effective;
  - g. Respond according to DePaul safety and emergency protocols to emergency or crisis situations;
  - h. Ensure compliance with DePaul policies and procedures regarding FERPA, Clery Act, Academic Integrity, University Code of Conduct, and Code of Student Responsibility;
  - i. Implement DePaul policies on discrimination and harassment;
  - j. Respond as needed to minor and major disciplinary breeches;
  - k. In extreme discipline cases, respond, document, and report instances to Study Abroad and the Dean of Students office;
  - l. Exercise – in consultation with Study Abroad – the right to dismiss a student from a study abroad program if in the judgment of the program director and Study Abroad that student's conduct violates the laws of the host country or city or the policies of the program and/or DePaul University;
  - m. Report incidents and emergencies directly to Study Abroad in a timely manner.

## Compensation

Compensation is determined generally by the following guidelines, assuming the instructor is responsible for teaching a four-credit course:

- Beginning in AY 2019-20, all short-term study abroad courses are taught on an overload basis with flat-fee compensation across the college;
- Program directors also receive a non-taxed food per diem;
- Costs borne by the program and not by the faculty member are:
  - Round-trip local transport to the Chicago airport used;
  - Round-trip economy fare international transportation with reasonable checked luggage originating in Chicago;
  - Housing for the duration of the program. Program directors are required to stay in the same housing as participants. When students are in homestays, faculty accommodations must be known and accessible to students in emergencies;
  - Group meals.

Faculty may want to consult a tax accountant to determine whether non-reimbursed travel expenses associated with their participation in the program qualify as itemized deductions.

## Additional Notes

*Pre/Post Program Travel by Program Directors.* On short-term programs with group flights, at least one Program Director must accompany students on the group flight from Chicago all the way to the program site and from the program site all the way back to Chicago. This is for the general safety of students, as well as to ensure that a DePaul employee is with the group should there be any travel delays or other issues while en route. All students and all Program Directors traveling with students travel together in the same class of seating, to maintain group cohesion, demonstrate DePaul's mission of Vincentian personalism, and ensure that each Program Director is easily accessible to the group for the duration of the trip. Upgrades to a higher class of seating are only permitted under special circumstances (such as a medical condition with supporting documentation from a physician), and in these cases, the cost of upgrade will be covered by the Program Director or the student. If there are two DePaul Program Directors leading the group, then it is often possible for one Program Director to travel to the program site early or stay after the program ends. Study Abroad may be able to provide some financial support for one Program Director to travel to the program site up to three days prior to the start of the program, for program development purposes such as finalizing activities and program logistics. Program Directors must let their Study Abroad Program Manager know as early as possible if they are considering any deviations from group departure or return flights. Individual flights for students and faculty may be possible in some cases, so discuss those with Study Abroad.

*Accompanying Family Members or Travel Companions.* Faculty and staff formally engaged in leading (and/or co-leading) study abroad trips one month or shorter at DePaul are expected to commit their time and full attention to DePaul's students who are participating in the academic experience provided by the program. As such, DePaul does not support the participation of anyone other than trip leaders and participants in these short-term programs, either financially or logistically. Short-term study abroad programs are designed as integrated academic experiences with the explicit goal of earning academic credit. They are not intended simply as travel experiences. Individuals other than DePaul students are welcome to apply to enroll in the program as non-degree seeking students, paying regular tuition in addition to the program fee, if they wish to be included in the program's activities.