

TO: University Council

FROM: Catherine S. Murray
President, Faculty Senate

RE: Revision of International Study Tour Policies and Procedures Document (Aug 22, 2001) Based
on APP and FPP Report and Recommendations

DATE: February 6, 2004

Revised Study Tour Policy based on Report and Recommendation of APP and FPP

The following defines the policies and procedures for planning and conducting international study tours. Please be sure to consult with these policies and procedures so that your study tours can be developed in a smooth and effective manner.

1. Given the number of study tours being run every year, it is important to review each study tour proposal in light of where it fits within a department's/program's annual curriculum offerings. This not only has an impact on the allocation of faculty resources and students' course selections, but also on the workflow of the staff in the Center for International Programs (CIP) (and related support staff). Therefore, in order to better plan for all study tours, it is now the policy that...

All study tour proposals for an upcoming calendar year must be submitted *by a faculty member* to his/her department Chair by mid-February of the current year. In the case of a study tour in a graduate program, the Program Director will receive a copy of the proposal as well. Study tour proposal forms *as well as a copy of the Guidelines for GER Courses* can be obtained from the CIP.

The faculty member proposing a study tour for GER credit should obtain approval from the GER committee *before* submitting the proposal to the department chair and dean. To facilitate this process, the GER committee should be strongly encouraged to publicize the standards used to evaluate study tours for GER credit. The Department Chair will review the proposal and, if approved, will sign and forward it to the appropriate Dean within three (3) weeks of its receipt. After receiving all the proposed study tours for his/her school, the Dean will review them with the respective Department Chairs and Program Directors, with input from the CIP, *and consult with the GER Committee in cases where GER credit is sought before making* a final determination. It is our desire to have this review process (be completed by the end of April) be efficiently expedited so that all relevant parties can be notified and, for those tours approved, the necessary arrangements can begin to be made (this is particularly important if the study tour is intended to fulfill a GER and the GER Committee can be notified on a timely basis).

It is important to note, that not all study tour proposals may be approved. There may be situations where a study tour is not approved on its own merits, but there may also be times when one or more are not approved given other circumstances (e.g., resource issues, timing matters, costs, etc.). We also strongly encourage departments and programs to develop multi-year schedules for their study tours. Such schedules can then be presented to the Dean as part of his/her review process and decisions can be made accordingly. This should become the norm for how study tours are planned.

2. When a study tour is approved, it must be planned and coordinated through the CIP (who will work directly with the University Travel Office). If other outside services and/or arrangements are to be considered, they too must be approved and coordinated through these offices. The faculty member will actively work with the CIP and Travel Office throughout this planning process, including having a direct involvement in helping to contact and arrange site visits.
3. All study tour activities (site visits, meetings, sight-seeing, extracurricular activities, etc.) MUST be scheduled, approved and prepaid prior to the tour's departure date (this is critically important not only from an organizational standpoint, but also from an insurance/risk management standpoint). If an unplanned activity does present itself during the tour, the faculty member and coordinator should make every effort to contact the CIP and/or Travel Office prior to anyone partaking in the activity (the CIP and Travel Office will review this issue in the pre-departure meetings with the faculty and students).
4. Normally, the minimum number of students needed to be enrolled in a study tour for it to be run is 12 for single faculty study tours and 20 for team taught study tours. Any exceptions to this policy, which would be done on an extremely limited basis (and for only unique academic reasons), must be approved by the respective Dean and Associate Vice President for Academic Affairs, and in consultation with the CIP. Any exception to this will be decided on a case-by-case basis. To facilitate planning and implementation the faculty proposal for a study tour should include three (3) numbers: (1) the minimum number of students needed for the tour to run without undue financial burden to the University [*to be determined after consultation with the CIP*], (2) the number of students expected to enroll and (3) the maximum number of students who will be accommodated on the tour [*to be determined after consultation with the CIP*]. The minimum and maximum number of students will be determined in consultation with the CIP, to avoid cancellation of tours at the last moment which usually engenders severe financial penalties. Students must pay a deposit at the time of pre-registration for the study tour course based on a percentage of the tour cost. If the minimum number of students has paid their deposits at pre-registration, the tour *cannot be cancelled for financial reasons*. If the number of students who have paid deposits is less than the minimum, the study tour may be cancelled.
5. In order to effectively manage student enrollments, students who sign-up for study tours need to pay deposits according to a set schedule. This will provide an accurate assessment of student enrollment so that a final decision to run the study tour can be made in a timely manner. If a study tour is cancelled due to low enrollments, this schedule will provide everyone with enough advance notice in order to plan accordingly. This schedule is as follows:
 - Spring Semester Tours: students who sign up for a spring semester tour need to submit the required deposit by the end of the Spring semester pre-registration period which is usually by the end of November (actual date will be announced each year). The decision on whether a spring semester tour will run will be made by December 15.
 - Summer (I and II) Study Tours: normally, students who sign up for summer study tours need to submit the required deposit by March 15 and a decision on whether the tour will run will be made by March 30. There may be summer tours for which an earlier deposit deadline is necessary (i.e. required by the vendor arranging for the tour). In such cases, the decision on whether to run the tour will be made prior to March 30, preferably within two weeks following the deposit deadline.
 - Fall semester Study Tours: students applying for fall semester study tours need to submit their deposits by May 15 and a decision on whether the tour will run will be made by May 30.

Additionally, in the case of travel warnings and security emergencies, the University will rely on its Emergency Procedures policy in guiding the decision to cancel study tours. In such cases, expectedly rare, involved faculty member(s) will be party to the decision. [This minimum enrollment must also be obtained at least 2 months prior to a tour's departure date. If it is not reached by this time, the tour will

be cancelled. This is necessary given the financial penalties the University must pay when a tour is cancelled at the last moment. It is also our hope that with the amount of lead time in which study tours are planned and approved, proper advertising for students can be implemented, thus improving the chances for reaching the desired levels of enrollment.]

6. In order for two (2) faculty members to participate in a single study tour (and be compensated as faculty members and not as coordinators), certain requirements must be met:
 - The faculty members will be from two different academic departments and the study tour course will be cross-listed between those two departments (i.e., each faculty member brings a unique academic experience to the tour for which academic credit is given from his/her department.] This is not a requirement, however.
 - In the case where a large number of students enroll in a particular study tour course that is not cross-listed, a second faculty member may be able to participate. This will be reviewed and decided with all parties involved once the enrollment figure is known.
 - Also, although rare, proposals may come from two colleagues from the same department with very different academic backgrounds and approaches, justifying full compensation of each. Obviously the judgments of the department chair and dean would be central to this decision.
 - The minimum number of students enrolled must be 20, which needs to be achieved 2 months prior to the tour's departure date (if not, then there must be at least 12 students enrolled from one of the departments in order for the tour to run for those students and only that department's faculty member will attend).
7. For proposals involving Fall or Spring semester tours, consultation between the faculty member who submits the tour proposal and his/her department chair will determine whether the study tour course will be treated as part of the faculty member's regular teaching load or as an overload course. Approval by the department chair *and the appropriate dean* must be given for the designation of regular load status. Study tours during the summer months will be *compensated* as summer teaching.
8. Faculty stipends will be at the maximum summer teaching rate (\$5720 in 2009). Faculty will also receive a cash advance of \$1500 for a two week tour (to be used for business expenses on the tour--receipts must be submitted and any unused funds returned to the CIP). Cash advances for tours of greater/lesser duration will be prorated at the discretion of the CIP. **Faculty travel insurance costs are covered by the university.**
9. For study tours taking place during the summer, students from other universities/colleges may participate if desired by the faculty member, but only if taken for academic credit. Approval for opening a study tour up to these students must be pre-approved by the respective Dean and the CIP.
10. If a study tour is going to be proposed as fulfilling a GER requirement, after it is approved to run by the Dean and Department Chair, it must then be submitted to the GER Committee for its approval. If a study tour is going to be proposed as part of the students' spring or fall load, then certain requirements must be met:
 - As part of the course description that must be attached to the proposal, evidence of sufficient course work during the regularly scheduled semester (15-20 hours) must be offered as part of the syllabus; and
 - The study tour travel must occur during or immediately before/after the rostered semester (or during the spring break for spring semester courses).

11. Even if study tours are not being proposed as part of students' regular loads (or as GER courses, see # 10), all study tours for academic credit must include some pre-departure and post-trip meetings, sessions, and assignments. The appropriate level of this extra work will be assessed by the Deans and Department Chairs when reviewing study tour proposals (and discussed with the respective faculty member).
Ordinarily, all study tours should have between 15 and 20 hours of classroom experience on campus before and/or after the tour itself.
12. Only students enrolled in the study tours for academic credit can attend the tours (i.e., spouses, friends, and others associated with students may not participate in the study tours).
13. Study Tour Coordinators:
 - All study tour coordinators must be employees of SJU or ELS. They must have taken the Coordinator Training Workshop offered once a year by the SJU Travel Office and the CIP. Study tour Coordinators must have experience leading group travel and/or experience traveling in the tour destination country/ies
 - The Coordinator for each study tour will be appointed by the CIP. The faculty leading a study tour may request a specific person as the Coordinator who is subject to the approval of the CIP.
 - Coordinators travel for free and receive a cash advance of \$1500 for a two week tour (to be used for business expenses on the tour--receipts must be submitted and any unused funds returned to the CIP). Cash advances for tours of greater/lesser duration will be prorated at the discretion of the CIP. Coordinators who are not [university administrators] **administrative faculty (defined in the Faculty Handbook, p.1)** also receive a stipend of \$500 per tour.
 - The Coordinator will have the **responsibility** to send home any student who **has been judged by the faculty member(s) conducting the tour** to be a detriment to themselves and/or the tour. **The Coordinator may not dismiss a student without the prior permission of the study tour faculty.** The complete Coordinator job description is available at the CIP.

If you have any questions regarding these policies and procedures, please feel free to contact the CIP.