

Roles and Responsibilities of Faculty-Led Study Abroad Program Leaders

Leading a study abroad program is a rewarding yet demanding experience for our faculty. Following are the roles and responsibilities that CMU expects its Faculty-Led Study Abroad Program Leaders to perform.

Policies and Procedures

- Adhere to the [CMU International Programs Policies](#) and other relevant CMU policies and procedures set forth in the [CMU Administrative Policies, Procedures, and Guidelines](#).

Program Leader Roles and Responsibilities: Pre-Program

- Develop a program proposal, program itinerary, and budget in collaboration with the Office of Global Engagement and in accordance with institutional guidelines and deadlines.
- Promote and recruit for your program. Recruiting more than the minimum number will ensure that the programs can travel should one or more participants withdraw. Programs must have the minimum number of applicants to travel.
- Review student applications in a timely manner and, if you so choose, conduct interviews.
- Coordinate with OGE on course registration.
- Complete the annual OGE program leader orientation.
- Provide students with orientation information that includes course requirements, travel logistics, and information about the host culture. Offer at least one in-person pre-departure orientation whenever possible.
- Review program budgets and ensure that the expenses are (1) approved by OGE, and (2) the program budget is accurate. Discuss any changes in costs or unexpected expenses with OGE.
- Monitor health and safety at the destination(s) and discuss developments or concerns with OGE.
- To ensure that CMU is compliant with the Clery Act, submit the Emergency Action Plan (EAP) for the program to OGE at least 60 days prior to departure.
- Reconcile credit card expenses monthly and submit a signed Travel Reimbursement to OGE by the 10th of the following month.

Program Leader Roles and Responsibilities: Onsite

- Provide an orientation for students onsite at each location, including local emergency procedures.
- Provide supervision to the student participants, including being “on call” 24 hours per day, 7 days per week, for the duration of the program to respond to emergencies (e.g. mental health concerns, medical emergencies, criminal acts, natural disasters, terrorism, political unrest, etc.).
- Reserve accommodations for program leader(s) in the same facility as the students. If it is not possible to stay in the same hotel/hostel, reserve accommodations no more than a 10-minute walk from the students’ accommodations.
- Accompany students on all program-related activities.
- Carry a cell phone at all times during the program in order to be contacted by students or OGE and to be able to call for assistance at any time. Provide the telephone number to program



participants and OGE. If your program travels take you out of cell tower range, have a plan for how you will obtain emergency assistance.

- Determine how the leader(s) and students will communicate (WhatsApp, Viber, Facetime, etc.).
- Follow general crisis response protocol provided by OGE in an unexpected event or emergency.
- Contact OGE staff as soon as possible in the event of an emergency or crisis.
- Complete a CMU Risk Management Incident Report for any significant incident that occurs abroad.
- Keep detailed records of expenses paid and receipts. Discuss with OGE any unbudgeted or unexpected expenses prior to making any payments.

Program Leader Roles and Responsibilities: Post-Program

- Submit a final report within 5 weeks of the end of the program to the Chair, Dean and OGE.
- Submit any/all Incident Reports to OGE within 5 weeks of the end of the program.
- Submit a detailed, full program accounting to OGE within 5 weeks of the end of the program, including a completed, signed Travel Reimbursement Form, a ledger with cash expenses and PNC charges in U.S. dollars, and original receipts (translated, amount in U.S. dollars, purpose).
 - If a program goes over its budget due to negligent overspending, the program leader will be responsible for the difference. Extenuating budgetary considerations should be discussed with OGE when they come to light--prior to departure or while the program is in progress--to determine how best to handle them.