

Bradley University Office of Education Abroad

Policies for Faculty Teaching Abroad

January 2023: Please note that policy revisions due to the impact of Covid-19 are possible for May 2023 Interim Programs Abroad. We will make timely notification if so.

Following are policies of the Office of Education Abroad (OEA) for faculty members teaching in an Interim Program Abroad, a summer or Spring Break program abroad, or any other short-term faculty-led program abroad.

These policies are fundamental to the academic integrity of our programs abroad. They also protect the university's considerable liability exposure for international academic programs, and increased documentation requirements at both the university and national level. In all cases, our policies for our programs abroad are dictated by national best practices within the unique circumstances of academic programs abroad.

1. Faculty Contracts and Compensation

Faculty members teaching abroad are issued a contract for a 3-hour course and are compensated between \$2,600 and \$2,850 (as of Fall 2022). Besides work conducted within the program dates, all faculty members must attend two on-campus orientations prior to the program – one for faculty, and one for students and the academic group. In addition to a contract, faculty members abroad receive a cash per diem for meals and incidental expenses (\$60 per day onsite, \$45 for departure/return travel days) and travel expenses. Round-trip airfare from O'Hare (coach class) is included, and faculty members are expected to travel on the Bradley-booked flights with their class (more information is available in 7, Travel Policies). An allowance for transportation to O'Hare is provided. Onsite accommodations, public transportation, and other program expenses are provided, and a reasonable budget for course-related activities is also provided (more information is available in the section on "class operating budgets").

Faculty members can teach no more than one section of one 3-hour course (or the equivalent, in the case of a cross-listed course) in any given Interim Program Abroad, and cannot be compensated to teach *any* other course – onsite, online, or on campus – concurrently. Faculty members teaching abroad generally cannot receive external funding or support for the period of the program, nor can they be compensated for research or other activities that coincide with the BU program dates. Any possible exception must be discussed well in advance with the Director of Education Abroad.

In order to meet basic communication protocols for safety and security, faculty members are required to travel with a smartphone that has an "international plan" at least to the extent that the faculty member can text another U.S. mobile number onsite – and preferably, both text and telephone. Most U.S. carriers provide reasonably priced short-term international plans, and teaching contracts have been increased by a modest amount to account for possible technology costs. Therefore, be aware that this is required, as is faculty members' willingness to use a short-term program (W0000*4fsappis @OPXMuni(ti)-3(on p

However, the nature of both contact hours and EL (Experiential Learning) hours in a course taught abroad differs significantly from traditional on-campus courses. See the appendix on “Contact Hours and EL Hours Abroad” for additional information.

b. Class meetings: in Interim Programs Abroad, every class meets **every** day except on a designated non-class day (generally termed an Independent Activities Day), *if* such a day is scheduled (sometimes it is not feasible). Why so inflexible? These course policies take into account that a typical Interim Abroad course might run 17 days, as on campus, but without two travel days (departure and return) available as class days. In other words, we compress an already tight schedule. Thus, every class day is vital to fulfill contact and EL hours in a fair and transparent program. Moreover, in a close-contact program abroad, a class that does not meet, or seemingly meets less than others, creates a perceived, and often legitimate, fairness issue among our incredibly interactive students abroad. Faculty members teaching in a program abroad are responsible to their colleagues in the program in ways that don’t always occur on campus.

c. Attendance policy: Our longstanding attendance policy is this: **If you miss a class or required event or activity, you lose a letter grade in the course. Any lateness can count as missing class. If you are too ill to attend, you must inform the program director and see a physician.**

None of us would advocate such an unequivocal attendance policy on campus. Nevertheless, in programs abroad, we agree to adhere to it. It addresses fundamental issues of fairness and academic integrity, and perhaps most important, it represents a core risk-management strategy for student and faculty safety and security. If a student fails to appear for class, we act. We never wait to locate an MIA student. We do not lose track of students, period.

And, due to a past grievance resolution, each Study Abroad faculty member is obligated to state this policy explicitly in his or her

Orientation that precedes each program, faculty will receive specific guidance in terms of what expenses are allowable and reasonable, and about what kind of documentation is required by the university. Faculty members are responsible for observing university policies regarding the use and full reporting of university funds.

f. Classroom technology: facilities vary among venues, but generally, as you consider course design, think low-tech – sometimes

c. Faculty personal travel after program completion date: in every program venue, a minimum of one or two faculty members must return on the BU-booked group flight with students. Faculty members considering personal travel beyond the program dates **must therefore confer at the earliest possible opportunity with the Program Director and/or the Study Abroad Office to see if it is possible**; be aware that it cannot be guaranteed. If it proves possible, faculty members would be responsible for any cost differences in airfare, and must be available to ensure that all students board the return flight, either by accompanying the group to the airport or otherwise or otherwise facilitating the group return as requested by the Program Director.

d. Policy on faculty companions: see the first Appendix.

APPENDIX

Teaching Abroad: FACULTY COMPANIONS

The Office of Education Abroad (OEA) follows national best-practice norms in its policies regarding the presence of a faculty companion (spouse / partner) for faculty members engaged in academic programs abroad. Specifically:

As a best practice, only program directors, program faculty members, and enrolled students can reasonably participate in university-sponsored academic programs abroad. Restricting participation to only those engaged directly in the teaching and learning process is a risk management policy that significantly decreases potential risk and liability to the University. Such a practice ensures that all program participants are committed to the academic process and primarily focused on the class, the students, and the events at hand.

Academic programs abroad entail circumstances in which potential liability concerns cannot always be controlled, and unanticipated logistical complications often ensue, and OEA faculty and staff must remain focused on students and the program. Accordingly, faculty companions are simply not possible for faculty observers (“scouts”); for faculty members teaching in a program abroad for the first time, including faculty who have previously participated as faculty observers; and for faculty members teaching in a Spring Break “embedded” study abroad component of a campus course.

Individuals for whom these circumstances do not apply, and/or faculty members who have previously taught abroad with a partner or spouse present, may request that a companion travel with them on a program abroad. However, before you make such a request, we ask that you consider that short

APPENDIX

One of the challenges and rewards of teaching abroad is that contact hours are constituted very differently than they are in traditional on-campus courses conducted in classrooms. The *number* of contact hours for a course taught abroad is identical to any 3-hour course on campus –37.5 hours –