



## Faculty Provisions, Conditions and Final Agreement

### Global Education Oregon Faculty-led Program Provisions, Conditions and Final Agreement (for UO Faculty)

[FACULTY MEMBER NAME]  
[PROGRAM YEAR, TERM AND TITLE]  
[PROGRAM LOCATION/GEO CENTER]

UO faculty lead or teach on GEO programs after having submitted a program proposal to GEO and the leadership of their school or college. Details of the application, review, selection, and program development processes are described fully on GEO's website.

Once a program has been approved and finalized, we use this document to confirm UO Faculty agreement with the expectations, duties and responsibilities that faculty agree to fulfill when they lead or teach on GEO programs, or otherwise participate in GEO programs. This document uses the term "faculty member" and "faculty" to refer to faculty (TTF or NTTf), or staff, from the UO or from a GEO partner university, who lead or teach on any GEO program.

#### **Contact Information**

- Faculty member name: [FACULTY MEMBER NAME]
- Faculty home department: [FACULTY DEPARTMENT NAME]
- Faculty home school/college: [FACULTY DEPARTMENT NAME]
- Program Title: [PROGRAM TITLE]
- Program dates (arrival – departure): [PROGRAM DATES]
- Minimum number of students required for program to proceed: [MINIMUM ENROLLMENT]

Important dates include:

- GEO application deadline: [GEO APPLICATION DEADLINE, as noted in faculty led reform memo and on GEO's website ]
- If this program is below minimum enrollment, it will be cancelled three weeks after application deadline. Thus, cancellation deadline for low enrollment is: [GEO CANCELLATION DEADLINE, 3 weeks after APPLICATION DEADLINE]

#### **Faculty Role**

[FACULTY MEMBER NAME, TITLE, CAMPUS] agrees to the following responsibilities for the [GEO PROGRAM TITLE] in [SITE NAME]:

1. Teach the following courses: [COURSE NAME (CONTACT HOURS)] and [COURSE NAME (CONTACT HOURS)].
2. Collaborate closely with local instructors on-site who will teach: [COURSE NAME AND CONTACT HOURS].
3. Actively help lead all aspects of course excursions that will include site visits to [LIST OF EXCURSIONS RELATED TO FACULTY COURSES].
4. Provide scheduled and unscheduled student advising and student support services for all students participating in the program.
5. Serve as Faculty Director for the program.

[FACULTY NAME] agrees to the parameters, policies, duties and responsibilities for faculty on GEO programs as outlined in the GEO Faculty-led Program Proposal Form and [GEO Faculty Handbook](#) in addition to the duties, responsibilities, and standards of conduct that apply while employed on the UO campus, including the [Community Standards Affirmation](#).

### **Program Conditions for Faculty Participation**

1. [FACULTY MEMBER NAME] will receive gross compensation of [\$ AMOUNT] in the form of [University of Oregon appointment; faculty replacement fee paid directly to your department; OTHER – specify (e.g. stipend, ASA fund contribution, etc.) GEO staff to specify OPE inclusion before this is finalized]. Compensation is subject to all applicable taxes.
2. FACULTY MEMBER NAME agrees to adhere to the line-item program expenditure amounts listed in the final program budget dated \_\_\_\_\_ and attached here. Any changes to program activities must be approved by GEO in advance. Faculty who do not seek approval from GEO for any increased program expenses will not be reimbursed.
3. Once minimum program enrollments have been met, GEO will provide roundtrip airfare only for the lowest fare to the site. Faculty must receive approval from GEO and work through the UO Concur system when purchasing airline tickets. A customized itinerary (for example, one that includes personal travel, a non-direct route, or preferential arrival/departure times or dates) may result in a higher fare, in which case the faculty member will be responsible for the difference in ticket price. **Faculty who purchase tickets independently, without GEO's approval, will not be reimbursed for the cost of the ticket.**
4. INSERT HOUSING DETAILS AND ARRANGEMENTS
5. Additional conditions, if applicable, (e.g. per diem arrangements, accompanying program assistants, or other details.)
6. By initialing and signing below, the faculty member acknowledges the following:

#### **Faculty Participation:**

\_\_\_\_\_ (initial) I have read and understand the Program Conditions as stated above.

\_\_\_\_\_ (initial) I understand that if the program does not reach the minimum student enrollment by the program application deadline as stated above, the program or my participation may be cancelled.

\_\_\_\_\_ (initial) I have read and understand the policies and procedures as detailed in the GEO Faculty-led Program Proposal Form and [GEO Faculty Handbook](#).

\_\_\_\_\_ (initial) I understand that GEO reserves the right to remove faculty from programs at any time for violation of duties and responsibilities in the GEO Faculty-led Program Proposal Form and [GEO Faculty Handbook](#) or for conduct inconsistent with standards and responsibilities associated with UO employment on the home campus.

#### **Recruitment and Promotion:**

\_\_\_\_\_ (initial) I understand that my Department/College and I (in my role as Faculty Leader) are responsible, along with GEO, for marketing and recruitment for the program, and meeting minimum student enrollment. GEO aids in these responsibilities by promoting the program on its website, organizing annual outreach events to maintain general interest in study abroad, and producing brochures featuring a wide range of study abroad programs approved by the Department/College.

**Dependents:**

- \_\_\_\_ (initial) I understand that if my spouse/domestic partner and/or children accompany me, I must verify that they have appropriate insurance for the duration of their stay at my own expense (typically faculty member purchases GEO insurance for family members).
  
- \_\_\_\_ (initial) I understand that it is my responsibility to (if applicable) find appropriate activities and/or schools for my dependents. On-site GEO staff may be able to provide some information, but are not responsible for school placement for dependents.
  
- \_\_\_\_ (initial) I understand that my dependents may participate in program excursions if space permits, but may not audit or participate in courses provided for GEO students.
  
- \_\_\_\_ (initial) I understand that I am responsible for any costs associated with dependents accompanying me on excursions, including individual transportation and admission fees. An approximation of these costs can be provided by your program coordinator upon request.
  
- \_\_\_\_ (initial) I understand faculty housing consists of a [INSERT HOUSING DESCRIPTION. If I choose to arrange for alternate accommodations, I will notify GEO well in advance and will be responsible for any difference in cost between the standard program housing and any alternate options. [OMIT THIS SECTION IF NOT APPLICABLE]

**OR**

- \_\_\_\_ (initial) I understand that I am responsible for making my own housing arrangements for me and my dependents and that I will receive a flat fee allowance of [\$INSERT AMOUNT] as partial compensation for personal living costs. I will only confirm such arrangements when notified by the GEO program coordinator that the program has met minimum targets and is approved to run. I further confirm that the location of such personal arrangements must be within a 10-minute walk of the student location and that the proximity will be reviewed with the GEO program coordinator before I finalize any commitment to rent the property. **I acknowledge that by making my own housing arrangements, I do not hold the University of Oregon responsible for the safety or condition of my housing arrangements.** [OMIT THIS SECTION IF NOT APPLICABLE]

**Signatures:**

_____ Senior Associate Director, GEO, Printed Name	_____ Senior Associate Director, GEO, Signature	_____ Date
_____ Faculty Member, Printed Name	_____ Faculty Member, Signature	_____ Date
_____ Department Head, Printed Name	_____ Department Head, Signature	_____ Date
_____ Dean, Printed Name	_____ Dean, Signature	_____ Date