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**Global Education Oregon Faculty-Led Program Agreement**

**Part II: Program Provisions and Conditions**

[FACULTY MEMBER NAME]

[PROGRAM YEAR, TERM AND TITLE]

[PROGRAM LOCATION/GEO CENTER]

The GEO Faculty-led Program Agreement is a two-part agreement that summarizes the goals, expectations, duties and responsibilities that faculty\* agree to fulfill when they lead, teach, or otherwise participate in a GEO study abroad program. Please review this document closely and discuss any questions or concerns you may have with your program coordinator ([name and email of coordinator]).

\*\*For the purpose of this document, the term “faculty member,” “faculty”, and “faculty leader” are used interchangeably to refer to any faculty (TTF or NTTF), graduate student, or staff who lead or teach on any GEO study abroad program.

There are two parts of the faculty-led program agreement:

***Part I:* GEO and Faculty Roles and Responsibilities.** Part I of the Agreement outlines the goals and expectations that will guide how we will work together to develop, promote, manage, and ultimately evaluate your study abroad program. Faculty participating in GEO programs are expected to review this document and discuss any questions or concerns with GEO before finalizing participation in a GEO study abroad program. (NOTE: you should have received Part I early in the program development process.)

***Part II:* Program Provisions and Conditions (this document).** Part II of the Agreement provides conditions and provisions for the specific faculty-led program that has been proposed and serves as the hiring agreement between GEO and the faculty leader. All faculty leaders are required to sign and return this document to GEO by an agreed upon date prior to the start of the program. **PLEASE NOTE:** the signed Faculty Agreement Part II is submitted to UO’s Office of Human Resources as part of the hiring and payroll process.

**Contacts and Salary Information**

* Faculty leader’s home campus: [CAMPUS NAME]
* Faculty leader name: [FACULTY MEMBER NAME]
* Faculty home department: [FACULTY DEPARTMENT NAME]
* Home Campus Study Abroad Director: [CAMPUS STUDY ABROAD DIRECTOR NAME]
* Program Title: [PROGRAM TITLE]
* Program dates (arrival – departure): [PROGRAM DATES]
* Minimum number of students required for faculty participation: [MINIMUM ENROLLMENT]
* Faculty compensation: [$ AMOUNT; INDICATE HERE IF FACULTY IS TO BE PAID IN-LOAD WITH A FACULTY REPLACEMENT FEE WITH FURTHER EXPLANATION UNDER PROGRAM CONDITIONS BELOW; SAME WITH FEE STRUCTURE BASED ON ENROLLMENT. INDICATE WHETHER OPE SHOULD BE ADDED TO THE AMOUNT SHOWN.]
* Program Assistant compensation: [INCLUDE HERE IF THERE IS TO BE COMPENSATION FOR ACCOMPANYING GE OR OTHER SUPPORT STAFF, IF APPLICABLE, WITH EXPLANATION UNDER PROGRAM CONDITIONS BELOW. DELETE IF NOT RELEVANT TO CURRENT PROGRAM.]

Important dates include:

* Campus application deadline: [HOME CAMPUS DEADLINE]
* GEO application deadline: [GEO APPLICATION DEADLINE]

**Program Overview and Excursions**

[FACULTY MEMBER NAME, TITLE, CAMPUS] will act as the faculty leader on the [GEO *PROGRAM TITLE*] in [SITE NAME] and teach the following courses: [COURSE NAME (CONTACT HOURS)] and [COURSE NAME (CONTACT HOURS)]. Additional courses taught by on-site staff include: [COURSE NAME AND CONTACT HOURS]. Scheduled course excursions will include site visits to [LIST OF EXCURSIONS RELATED TO FACULTY COURSES].

**Faculty Role Overview**

[FACULTY NAME] agrees to lead and teach on a study abroad program to [SITE NAME] for the duration of the program dates above and agrees to act as Faculty Director according to the roles and responsibilities as detailed in the **GEO Faculty Handbook** and in Part I of the Faculty Agreement.

**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.)]. Depending upon the method of payment, OPE may or may not be included. Compensation is subject to all applicable taxes.
2. Once minimum program enrollments have been met, GEO will provide roundtrip airfare only for the lowest fare to the site. Per UO policy, faculty are required to work through the UO Concur system when purchasing airline tickets and must confirm itinerary with GEO before finalizing any purchase. Exceptions for a customized itinerary (for example, one that includes personal travel, a non-direct route, or preferential arrival/departure times or dates) will be approved whenever possible but 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.
3. INSERT HOUSING DETAILS AND ARRANGEMENTS
4. Reimbursements (e.g. per diem arrangements, accompanying program assistants, or other details):
5. Please see the budgeted amounts below, which have been budgeted for your travel. The following amounts will be reimbursed per a travel allowance, for which we do not need receipts. If you go over the reimbursable amount, GEO will need prior approval and receipts:

|  |  |
| --- | --- |
| **Airfare** | **$** |
|  |  |
| **Ground Expenses and Per Diem** |  |
| Domestic Airport Transfer | $ |
| Transit and Program Per Diem  | $ |
| Cell Phone  | $ |
| In-Country Airport Transfer | $ |
| **Per Diem Total\*** | **$** |

1. The following amounts are expenses for which you agreed to pay on behalf of the program, as indicated in the program budget. These costs will be reimbursed to you via Concur after the program ends.

We highly recommend using your One Card for all program expenses. If you choose to use your own credit card, please be aware that the Travel Office can take anywhere from 60-90 days to complete the reimbursement process, which means you will likely need to cover your credit card charges before your reimbursement is completed.

|  |  |  |
| --- | --- | --- |
| **Expenses Reimbursed to Faculty (via Concur)** | **Fixed or Variable** | **Amount** |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
| **Total** (Based on min. enrollment) |  | **$** |

1. By signing below, the faculty leader 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 Handbook and Program Agreement Part I.

**UO Policy on Dependents Traveling with GEO Faculty Leaders:**

GEO provides insurance for all Faculty Leaders. Faculty Leaders who bring dependents (spouse/domestic partner and/or children) are required to purchase GEO insurance for each dependent for the duration of their stay on the program.

\_\_\_\_ (initial) I understand that if my spouse/domestic partner and/or children accompany me, I am required to purchase GEO insurance for them for the duration of their stay at my own expense.

\_\_\_\_ (initial) I understand that it is my responsibility to (if applicable) find appropriate activities and/or schools for my dependents. Whenever possible, on-site GEO staff will provide information that may be useful to faculty regarding activities and/or schools for placements but are not responsible for facilitating or supporting these activities.

\_\_\_\_ (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.

**Housing:**

\_\_\_\_ (initial) I understand faculty housing consists of a [INSERT HOUSING DESCRIPTION – standard is a one-bedroom apartment with full kitchen and Wi-Fi]. 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**

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:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Global Engagement Program Coordinator Global Engagement Program Coordinator Date

Printed Name Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Faculty Leader, Printed Name Faculty Leader, Signature Date