

Education Abroad

GUIDELINES FOR FACULTY, STAFF AND STUDENT INTERNATIONAL TRAVEL, STUDY AND RESEARCH

Section I Purpose

All faculty/student international travel for study or research must be registered and listed with the executive director of the Office of International Education (OIE). This will enable the Office of International Education to collect, centralize and distribute information about international endeavors for the VCU community. OIE will be able to connect faculty from various disciplines who have similar interests in particular parts of the world. For faculty members who would like to start a new program, OIE will be able to provide contacts within and outside the university to assist in program development. Information about international exchanges, programs and projects will be posted on the OIE website when appropriate.

The international reputation of Virginia Commonwealth University is enhanced by its relationship with outstanding educational and research institutions all over the world. International Student Exchange and faculty-led short-term summer programs provide direct development and service benefits for individual faculty members and students while also enhancing departmental offerings through subsequent and/or adjacent activities/programs on campus. Study abroad programs prepare VCU students to be active members of today's global society. These programs help to increase foreign language fluency, provide opportunities to experience and learn from new cultures and, in general, help to improve our students' competitive edge in today's world markets.

Section II Establishment and Management of International Exchange Programs

Programs through single or multiple departments/schools

Responsibility for the logistics management of an international exchange program rests with the director of VCU Education Abroad, after the initial establishment has been approved by the appropriate dean, the executive director of the Office of International Education and the president where necessary. Exchange balances will be monitored by the director of VCU Education Abroad. However, main recruitment efforts and ultimate responsibility for achieving an exchange balance will rest with the department. A faculty member in the department/school will be listed as the responsible contact for the exchange. In the case where multiple departments share responsibility, one will agree to be listed as the lead department with the exchange.

Section III

Reporting of All International Activities and Research

Faculty and staff are to include in their annual evaluations all international endeavors with which they are involved and are attributed to Virginia Commonwealth University. Deans, department chairs and program directors are subsequently to include this information in their annual reports.

Section IV

Faculty Summer Program Assignments

Approval of faculty summer program assignments to lead programs representing the department must come from the chair of the department **and** the dean of the school/college for the purposes and under the conditions set forth below:

A. Eligibility from the university

Any adjunct, tenured or tenure-track member of the faculty of VCU shall be eligible for consideration for a faculty summer program assignment. Eligibility requirements will be largely decided by the dean and department chair. The VCU Education Abroad Summer Program Proposal and Recommendation Form must be submitted to the Office of International Education, VCU Education Abroad, by Oct. 1 of the fall preceding the summer program.

B. Obligation of the faculty member

Any member of VCU faculty taking a Summer Study Abroad assignment thereby obligates himself/herself to:

1. Carry out the responsibilities of the assignment in a professional manner as outlined in the VCU Education Abroad program director's agreement provided in the Program Director's Guide.
2. Carry the responsibility for:
 - a. academic requirements of the program,
 - b. final student participant selection following preliminary OIE screening,
 - c. academic curriculum development and distribution of appropriate course materials, and
 - d. distribution of student evaluation forms and designation of a student to return the completed forms to VCU Education Abroad
3. Submit to the department chair and dean, with copies to the executive director of the Office of International Education, a special report covering his/her activities during the assignment period to be used in the department, program and/or school's annual report.

If the faculty member does not fulfill the above obligations, he/she will need to reimburse the university all compensation received during the period of the assignment.

Section V Establishment and Management of Summer Study Abroad Programs

A. Programs through a single department

Responsibility for the academic approval of a summer program rests with the chair of the department. The VCU Education Abroad Summer Program Proposal and Recommendation Form must be submitted to the Office of International Education, VCU Education Abroad, by Oct. 1 of the fall preceding the summer program. The costs associated with the establishment and operation of the study abroad program shall be the responsibility of the Office of International Education.

B. Programs involving two or more departments

Responsibility for the academic approval of a collaborative summer program rests with the cooperative agreement of the appropriate chairs or deans. The VCU Education Abroad Summer Program Proposal and Recommendation Form must be submitted to the Office of International Education, VCU Education Abroad by Oct. 1 of the fall preceding the summer program and must be signed by representatives from both departments. The costs associated with the establishment and operation of the study abroad program shall be the responsibility of the Office of International Education.

Section VI Deviation from Procedures

The above procedures are intended to serve all but the most unusual cases. Requests for deviation from these procedures will require approval by the executive director of the Office of International Education and, when necessary, by the provost.

Deviations in Summer Study Abroad procedures must be approved both by the director of VCU Education Abroad and by the executive director of the Office of International Education.