

Short Term Off-Campus Faculty/Staff Leader Description

Adapted by the Winter Term Subcommittee 12/6/2012

Responsibilities:

Faculty/staff members submit course proposals to the WT Subcommittee, an appointed committee of CAPP to lead off-campus programs for Winter Term. Successful courses often share the following characteristics: provide academic & cultural context for sites visited, debriefing/reflection time, pre-departure and return activities/assignments.

Leaders are responsible for the development and management of the course, including maintaining and reconciling the course budget in accordance with all printed deadlines with assistance and guidance from program staff and administration. A complete timeline is printed in the Faculty Leader Handbook.

On-site, faculty/staff leaders can expect to fill roles beyond instructor and academic guide. Leaders are expected to travel with students during all organized group travel and be available for advising beyond academic concerns and including (but not limited to): culture shock, personal issues, physical and mental health concerns, travel information, harassment, and other concerns as necessary. Recognizing that faculty and staff leaders come from differing backgrounds and areas of expertise, leaders are supported by a network of professionals at DePauw University.

Suggested Resources:

Student Life	Cara Setchell, Associate Dean of Students	carasetchell@depauw.edu
Health Services	Dr. Scott Ripple, Medical Director Health Services	sripple@depauw.edu
Wellness	Quamina Carter, Alcohol and Drug Treatment Coordinator/Clinical Counselor	quaminacarter@depauw.edu
Community Standards	Meggan Johnston, Director of Community Standards	mjohnston@depauw.edu
Public Safety	Angela Nally, Director of Public Safety	adnally@depauw.edu
Emergency Management	Doug Cox, Emergency Management Coordinator	dougcox@depauw.edu
Academic Resources & Disability Services	Pam Roberts, Coordinator for Academic Success and Student Disability Services	pamelaroberts@depauw.edu
Accounting	Karen Phillips, Director of	kphillips@depauw.edu

	the Business Office	
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A complete list of additional resources is included in the faculty leader handbook, and will be reviewed at pre-departure workshops. Leaders are also expected to communicate regularly with off-campus program staff at DePauw providing travel updates and report incidents (medical, behavioral, legal, etc).

Expectations for Risk Management

First time leaders are encouraged to contract with a program provider¹ to assist in the development and execution of the course (a sample list of potential providers is available through Civic, Global & Professional Opportunities). Leaders must obtain a University backed commercial card prior to departure. Leaders are expected to obtain a risk management certification through pre-departure workshops on a three year cycle. Refresher workshops and programming on specific topics are offered throughout the academic year. Faculty/staff leaders must be willing to act on behalf of DePauw University by taking steps to minimize risks and liability to the University.

¹ Provider can refer to an agency to organize the entire itinerary or simply book group flights and coordinate hotel reservations. Providers can allow the leader time to develop the academic goals of the course, provide information specific to the locale not commonly known (local holidays, museum closures, resources), and access to group discounts. Provider partnerships can allow the leaders on-site to focus on those stated academic goals instead of logistical details.