
Cal Poly International Center

Faculty/Staff Leader Agreement

The planning and preparation involved in implementing an international program through Cal Poly (either a Cal Poly Global Program or International Group Trip) is a detailed and time-sensitive process for both the Program Leaders and for staff members in the International Center. Prior to departure, we inform program leaders of the resources available to them to help them conduct and lead a successful Cal Poly program abroad. Faculty and staff leading groups abroad must review the referenced documents, participate in a workshop on leading groups abroad, and complete this Agreement. The agreement was developed to provide transparency in the roles and expectations of the Faculty/Staff Leader.

Key Policy and Procedural Agreements

I understand that, as a Program Leader for a Cal Poly international program, I am expected to:

1. Comply with all of the policies and procedures including those outlined in the [Faculty Handbook for Cal Poly Global Programs](#).
2. Coordinate with the International Center staff and any Service Provider staff all on-site logistics, and assume ultimate responsibility on-site for the execution of logistics.
3. Complete all of the Program Leader pre-departure requirements in a timely manner.
4. Attend a Faculty/Staff Leader Preparation Workshop offered by the International Center. Attendance must be on file before a Program Leader may depart for a program. Program approval is contingent upon completion of the Preparation Workshop and online training.
5. Lead or co-lead a Pre-Departure Orientation and an Arrival Orientation for student participants to cover health and safety information (including known health and safety risks of the local environment; information on any required or recommended vaccinations; information from the State Department website; communication and emergency protocols; preventative measures against sexual assault, medical services and insurance abroad, etc.); expectations of conduct for students on Cal Poly programs and consequences of noncompliance; legal, environmental, political, cultural, and religious issues in the host country; and the responsibilities of participants on the proposed program.
6. Review and obtain necessary visas or residence permits, if required. Notify all travelers that they must have valid passports that will remain valid for at least 6 months (please review the specific requirements for your country/ies of destination) after the planned return date and that there are no stamps in passports that may present problems for the intended travel.

7. Supply the International Center with complete contact information while in country, as well as a detailed calendar of activities for the program. Understanding that the program leader is the main emergency responder 24/7, carry a cell phone for the duration of the program, and provide the International Center and student participants with the cell phone information as soon as the information is available.

8. Complete the Travel Companion information for spouses/partners and any dependents. Note when traveling abroad, the program leader is responsible for students and should not be the primary care giver to friends or family members not associated with the Cal Poly program.

9. Follow the Cal Poly Crisis Response Plan in the event of a crisis (major or minor), including contacting International Center staff immediately in the event of student illness, hospitalization, or other serious incident.

10. Submit an online Incident Report to the International Center for any incidents involving student disciplinary action; arrest of participant; any crime perpetrated against a participant, Program Leader, or on-site staff or on university property abroad; student illness (physical or mental) or injury to a participant; death of a participant; or any other major incident, immediately following the (initial) resolution of the incident.

11. Understand that my program leader eligibility is contingent upon satisfactory conduct standing and that my personnel records may be accessed and reviewed by Academic Personnel, Human Resources, or the Cal Poly International Center Director. Additionally, program approvals are contingent upon a review of my proposal, expertise and experience at the proposed destination, evaluations and other measures of success of international programs I have led previously, and ability to provide thorough and complete information in a timely manner. Program Leader duties may also require successfully passing a background check per CSU HR 2015-2018. My eligibility to travel abroad with students may be revoked by CAL POLY at any time for failure to maintain and uphold good conduct standing or other provisions in this agreement.

12. Carry out the Program Leader duty to manage appropriately students traveling abroad as a group. Specific responsibilities include identifying and mitigating risks, organizing and accompanying program participants during program activities and excursions, ensuring that appropriate arrangements are in place, and responding to emergencies. **Additionally, I affirm that as a Program Leader I will model good and appropriate behavior including, but not limited to, responsible alcohol consumption, full participation and attendance in activities, evincing intercultural sensitivity and respect, displaying appropriate boundaries with students, and providing a respectful and engaging environment for academic, cultural and personal learning for all.**

Additionally, for *Cal Poly Global Program Leaders*, I understand that I am expected to:

1. Follow the program's specific final budget (for Global Programs) as set after the program enrollment is finalized, and abide by Cal Poly and CSU financial and accounting rules in the administration of the program. Changes to the budget and additional expenditures are only allowed with the advance approval of the Director of the International Center.
2. Understand if the program is based on a Self-Support or Stateside model and therefore how I will be compensated, according to the details provided in the Program Development Guide.
3. While abroad, submit weekly status reports via email to globalprograms@calpoly.edu. Upon return from the program, submit a Post-Program Report to the International Center within 30 days, and a record of travel expenses (with receipts) within 10 days.

After submission of this agreement, I will not alter my plans to lead this program except for an unforeseen and major personal or family emergency that makes my participation impossible (e.g., serious illness, death in the family, and similar crises).

By signing this document, I am acknowledging my commitment to lead the proposed program. I am also indicating my agreement to all of the terms and policies noted above.

Signature

Date

Printed Name

Title

Department/Area

Program Name

Program Dates