

## Faculty/Staff Leader Proposal Agreement

- I understand that it is my responsibility to review the materials on the Education Abroad website regarding my role as Faculty/Staff Leader and become fully informed of my role.
- I understand that I (or my co-leader) will serve as a Responsible Employee (RE) per Title IX, obligating me to report sexual misconduct allegations directly to UNL's Title IX Coordinator.
- I acknowledge that traveling with students and interacting with them in an informal and international environment presents unique challenges and stressful situations not typically found in the classroom setting.
- I will adhere to UNL's Professional Ethics Statement and the Ethical Principles for College and University Teaching (<http://www.unl.edu/facultysenate/ethicsstate.pdf>).
- I am responsible for the academic integrity of the course(s) associated with this program.
- In preparation for the program that I am leading, I will develop an emergency preparedness plan specific to the program site(s). I am required to submit this plan to UNL Education Abroad no later than four weeks prior to departure. Prior to departure and upon arrival to the site(s), I will share important site-specific safety information with students.
- I will inform students about UNL student conduct policy and discuss what UNL considers risky behavior related to traveling abroad (i.e., drugs and alcohol).
- While abroad, I will be available to students at all times. If I am temporarily unavailable, I will designate an alternate on-site contact (other leader, on-site coordinator, or assistant).
- I will respond quickly and responsibly (with the assistance, as appropriate, of local first responders, the U.S. embassy, on-site coordinators, UNL Police, UNL Education Abroad, HTH Worldwide insurance, and other UNL campus partners) to address safety and health concerns/incidents. I will report incidents to UNL Education Abroad in a timely manner.
- I will respect students' privacy according to FERPA, except in matters of life and death.
- Per University of Nebraska Board of Regents Policy 6.2.1.12, the University is not permitted to purchase any goods or services from any University faculty, staff member or their immediate family without prior approval of the Vice Chancellor for Business and Finance (VCBF). If a known conflict of interest exists, I will seek prior approval for the business transaction. Retroactive approvals are not granted.
- I will familiarize myself with and adhere to UNL Travel Accounting policies, particularly in regard to itemized receipts and allowable travel expenses.
- I will not spend more than the on-site budget outlined by UNL Education Abroad and approved by my department and college, except in the case of an emergency.

If you agree to these terms, please sign below and return the agreement to Rebecca Luhrs Baskerville (Love South 110) along with the Department and College Proposal Agreement.

Program Name: \_\_\_\_\_

Leader Name: (Please print) \_\_\_\_\_

Leader Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Department and College Proposal Agreement

Program Name: \_\_\_\_\_  
Program Location(s): \_\_\_\_\_  
Program Start Date: \_\_\_\_\_ Program End Date: \_\_\_\_\_  
Department: \_\_\_\_\_ College: \_\_\_\_\_  
Leader Name: \_\_\_\_\_

### Departmental Support

*I have reviewed the proposal, draft itinerary, draft budget, and syllabus in their entirety and I give my approval to this education abroad program. The department will contribute as designated below.*

Department Chair/Head Name (please print): \_\_\_\_\_

Department Chair/Head signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department will contribute:

- Faculty salary to teach course(s). List course(s): \_\_\_\_\_
- Leader travel expenses for designated items or fixed amount. Please list: \_\_\_\_\_
- Graduate assistant travel expenses for designated items or fixed amount. Please list: \_\_\_\_\_

### College Support

*I have reviewed the proposal, draft itinerary, draft budget, and syllabus in their entirety and I give my approval to this education abroad program. The college will contribute as designated below.*

Dean or Designate Name (please print): \_\_\_\_\_

Dean or Designate signature: \_\_\_\_\_ Date: \_\_\_\_\_

College will contribute:

- Faculty salary to teach course(s). List course(s): \_\_\_\_\_
- Leader travel expenses for designated items or fixed amount. Please list: \_\_\_\_\_
- Graduate assistant travel expenses for designated items or fixed amount. Please list: \_\_\_\_\_

Please submit one Faculty/Staff Leader Proposal Agreement and one Department and College Proposal Agreement *for each leader* representing this particular department/college. Please return signed agreements to Rebecca Luhrs Baskerville, Director of Education Abroad at [rbaskerville@unl.edu](mailto:rbaskerville@unl.edu) or Love South 110.

Please use your regular departmental processes to approve and list the UNL course(s) associated with the program. When the time comes, please also use your regular departmental processes to give course registration instructions and permission codes (if required) to student participants.