

FRESNO STATE

Continuing and Global Education

SHORT-TERM FACULTY-LED INTERNATIONAL TRAVEL STUDY PROGRAM

PROCESS

**RESEARCH,
PROPOSAL &
APPROVAL**

**PRE-TRIP
ADMIN**

**DEPARTURE,
TRAVEL &
RETURN**

**POST-TRIP
ADMIN**

**DEAN &
DEPT. CHAIR
ACTION ITEMS**

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March 24, 2015

PHASE I

SHORT-TERM FACULTY-LED INTERNATIONAL TRAVEL STUDY PROGRAM

RESEARCH,
PROPOSAL &
APPROVAL

<i>Timeline</i>	<i>Action Items</i>
12- 18 months before the trip	<ul style="list-style-type: none">The Faculty Member meets with the Department Chair who obtains verbal approval from the School/College Dean to proceed with trip planningThe Faculty Member reviews the <i>Faculty Handbook for Short-Term International Travel Study</i> to prepare for the meeting with the CGE Coordinator <p>LINK TO DOCUMENT: http://www.fresnostate.edu/cge/documents/FacHandbook6-12-14.pdf</p>
12-15 months before the trip	<ul style="list-style-type: none">The Faculty Member schedules and attends the meeting with the CGE Coordinator to review program content, draft a preliminary budget and discuss policies and procedures
9-15 months before the trip	<ul style="list-style-type: none">The Faculty Member applies for IRA travel study funds no later than the posted ASI deadline <p>LINK TO DOCUMENT: http://www.fresnostate.edu/studentaffairs/asi/documents/International%20Travel%20Grant%20Program%20Application%2010.8.2014.pdf</p>
9-12 months before the trip	<ul style="list-style-type: none">The Faculty Member completes the <i>Travel Study Program Proposal Form</i> along with the following attachments: Syllabus, Itinerary and Preliminary Budget <p>LINK TO DOCUMENT: http://www.fresnostate.edu/cge/documents/IntlStudyTourProp.pdf</p> <ul style="list-style-type: none">The Faculty Member forwards the <i>Travel Study Program Proposal Form</i> to the Department Chair who reviews, signs and forwards to the School/College Dean who reviews, signs and forwards to the CGE Coordinator before the stated instructional period deadline <p>NOTE: Program deadlines are March 1st for winter, October 1st for summer (9 months before the trip)</p>
7-9 months before the trip	<ul style="list-style-type: none">The Faculty Member works with the CGE Coordinator to finalize program budget and trip details
6-9 months before the trip	<ul style="list-style-type: none">The CGE Manager of Finance and Administration and CGE Dean approve the final program budgetThe CGE Coordinator forwards the <i>Travel Study Program Proposal Form</i> (with syllabus, itinerary and final budget attached) to the Provost for approvalThe CGE Coordinator notifies the Faculty Member, Department Chair and School/College Dean of the Provost's final approval

PHASE II

SHORT-TERM FACULTY-LED INTERNATIONAL TRAVEL STUDY PROGRAM

PRE-TRIP ADMINISTRATION

Timeline	Action Items
6-8 months before the trip	<ul style="list-style-type: none">The Faculty Member conducts information sessions to promote the programThe CGE Coordinator creates posters, brochures and email marketing
4-8 months before the trip	<ul style="list-style-type: none">The CGE Coordinator schedules the course in PeopleSoftThe students can begin registering and paying for the course
2-6 months before the trip	<ul style="list-style-type: none">The Faculty Member and the CGE Coordinator will determine if the trip is a “go”
2-4 months before the trip	<ul style="list-style-type: none">The CGE Coordinator creates the Travel Application, which is signed by the following people: Faculty Member, CGE Manager of Finance and Administration, CGE Dean, Associate Vice President for Financial Services, the Dean of Undergraduate Students* and the Provost <i>*if IRA funds are used</i>The CGE Coordinator prepares a Faculty Contract and obtains the signature of the Faculty MemberThe Faculty Member will complete and sign a Volunteer Form if waiving their salary <p>LINK TO DOCUMENT: http://www.fresnostate.edu/academics/aps/documents/VolunteersformFresno.pdf</p> <ul style="list-style-type: none">The Department Chair and School/College Dean sign and forward the Volunteer Form to the CGE Coordinator
4-6 weeks before the trip	<ul style="list-style-type: none">The Faculty Member schedules and holds a required Pre-Trip Orientation for all students enrolled

PHASE III

SHORT-TERM FACULTY-LED INTERNATIONAL TRAVEL STUDY PROGRAM

DEPARTURE,
TRAVEL &
RETURN

Timeline	Action Items
Day of departure	<ul style="list-style-type: none"> The Faculty Member assumes responsibility for each student when encountering the each student at pre-determined departure sites
While travelling	<ul style="list-style-type: none"> The Faculty Member purchases a disposable cell phone after reaching the international destination. The Faculty Member distributes this phone number to all students and the CGE Manager of Finance and Administration and CGE Dean in order to reach each other in emergencies In the event of a student becoming ill or a student/travel group experiencing a travel emergency, a formal Crisis Response Procedure is currently being drafted. This will be distributed to all Faculty Members participating. If a formal Crisis Response Procedure is not in place before your departure, we ask that Faculty Members first contact the insurance company for immediate aid in an instance like this. Our insurance contact is listed on the travel assist card issued to all students and every Faculty Member. The CGE Manager of Finance and Administration or CGE Dean should be notified of the travel emergency by the Faculty Member via phone as well Faculty Member: During pre-determined instructional time, do not deviate from the itinerary. Do not make a quick unscheduled stop or go on any unplanned or unscheduled trip that is not on your approved itinerary. Do not cross country borders unless the excursion is on your approved itinerary Faculty Member: During pre-determined non-instructional time, there may be occasions when students want to go off on their own. You should be aware of where they are going and must ensure that they are traveling in a group, never alone. The students should know how to contact you at all times. The instructor should account for all group members before turning in for the evening and conduct a morning check as well
Day of return	<ul style="list-style-type: none"> The Faculty Member releases themselves of responsibility for each student upon seeing that all students have secured arrangements to their next/final destination at the pre-determined arrival site in the United States The Faculty Member emails the CGE Dean once this is accomplished

PHASE IV

SHORT-TERM FACULTY-LED INTERNATIONAL TRAVEL STUDY PROGRAM



Timeline	Action Items
1 week after the trip ends	<ul style="list-style-type: none">The Faculty Member submits a <i>Travel Expense Claim</i> and all receipts to the CGE Coordinator for reimbursement. Please contact CGE Coordinator for assistance. <p>LINK TO DOCUMENT: The form is in BizFlow format. To access the form, sign into my.fresnostate.edu > Forms Portfolio > Electronic Forms > Travel Expense Claim</p>
2-4 weeks after the trip ends	<ul style="list-style-type: none">The Faculty Member submits grades
1 month after the trip ends	<ul style="list-style-type: none">The Faculty Member submits a final report on the trip to the CGE Coordinator
Semester after the trip ends	<ul style="list-style-type: none">The Faculty Member makes a presentation about the trip to a University audience

SHORT-TERM FACULTY-LED INTERNATIONAL TRAVEL STUDY PROGRAM

DEAN & DEPARTMENT CHAIR ACTION ITEMS

The Short-Term Faculty-Led International Travel Study Program has three **ACTION ITEMS** that require involvement from Deans and Department Chairs:

Action Items and Timeline	Faculty Member	Department Chair	Dean	CGE Coordinator
#1. Verbal Approval (12 to 18 months before the start of the trip)				
Faculty Member will notify Department Chair and Dean of intent to plan a Short-Term Faculty-Led International Travel Study Program.	Initiates communication			
Department Chair will notify Dean of intent to plan a Short-Term Faculty-Led International Travel Study Program and Dean will give verbal approval to plan trip.		Initiates communication	Verbal approval given	
#2. Completion/Approval of the Travel Study Program Proposal Form (6 to 9 months before the start of the trip)				
Faculty Member completes the <i>Travel Study Program Proposal Form (Proposal)</i> along with Syllabus, Itinerary, and Preliminary Budget. • <i>Travel Study Program Proposal Form (Proposal)</i> : http://www.fresnostate.edu/cge/documents/FacHandbook6-12-14.pdf	Completes form			Consults
Faculty Member submits <i>Proposal</i> and attachments to Department Chair for approval.	Signs off, forwards packet	Receives and reviews		
Department Chair signs <i>Proposal</i> and forwards <i>Proposal</i> and attachments to Dean for approval.		Signs off, forwards packet	Receives and reviews	
Dean signs <i>Proposal</i> and forwards <i>Proposal</i> and attachments to Division of Continuing and Global Education , located at ED130, attention "Faculty-Led Travel Study Coordinator," before the stated deadlines (March 1 for winter trips, October 1 for summer trips).			Signs off, forwards packet	Receives and processes
CGE Coordinator consults with Faculty Member to finalize program details and forwards <i>Proposal</i> to Provost for approval.	Consults			Finalizes and forwards
CGE Coordinator notifies Faculty Member , Department Chair and Dean when the program has been approved by the Provost.	Receives notification	Receives notification	Receives notification	Initiates communication
#3. Completion/Approval of the Volunteer Form - OPTIONAL (2 to 4 months before the start of the trip)				
If the salary is being waived, Faculty Member completes and signs the <i>Volunteer Form</i> and forwards to Department Chair . • <i>Volunteer Form</i> : http://www.fresnostate.edu/academics/aps/documents/VolunteersformFresno.pdf	Signs off, forwards form	Receives and reviews		
Department Chair signs <i>Volunteer Form</i> and forwards to Dean .		Signs off, forwards form	Receives and reviews	
Dean signs <i>Volunteer Form</i> and forwards to Division of Continuing and Global Education , located at ED130, attention "Faculty-Led Travel Study Coordinator."			Signs off, forwards form	Receives and processes