Memo of Understanding

FACULTY RESPONSIBILITIES

It is essential for the success of any Duke-administered summer program that faculty directors communicate and collaborate effectively with GEO in all phases of program development, implementation, and management. Additional details on the points below are covered in the summer faculty handbook.

As a faculty member proposing to lead/co-lead/teach on a Duke-administered summer study away program, I am committed to making every effort to provide a quality academic experience for all student participants that will enrich their personal and professional lives. **I understand that as a director for a Duke/ GEO study away program, I am expected to:**

**Pre-Program**

**Program Approval**

- Meet with my department chair to discuss the program design and departmental fit. Have course syllabi reviewed through the standard course approval process in phase two of program development.
- Obtain final sign-off from my department chair as part of the program proposal process.
- Commit to teach, direct, and assign final grades for the summer program as detailed in my contract, once the program has been approved by the Global Education Committee and scheduled by GEO.

**Marketing and Recruitment**

- Actively participate in all key events related to program promotion, such as information sessions, the Global Ed Fair, and other recruitment events and activities. **The role of the faculty director in recruiting students is paramount.**
- Answer student questions about the program in person and by email. GEO will answer questions and advise students on financial aid, general policies, the application process, housing, etc.

**Health, Safety, and Security**

- Conduct appropriate inquiries into potential health, safety, and security risks associated with running the program, including vetting program-sponsored accommodations, transportation, events, and excursions. Work closely with the GEO program manager and GEO’s Health, Safety, and Security Officer to identify any potential health, safety, and security risks, and develop and execute plans to address and mitigate those risks before and after the students arrive on site.
- Fully comply with all GEO and Duke risk and emergency management policies and procedures to help protect the health, safety, and security of the students, faculty, and staff involved with the program. Read and become familiar with the health, safety, and security information as well as the crisis response protocols contained in the summer faculty handbook. Attend GEO trainings in these areas.
- Raise any questions I may have about addressing risk management, emergency management, and/or other health, safety, and security issues with GEO in a timely fashion.
Budgeting

- Be flexible and realistic in determining program expenses.
- Attend budget training sessions and budget meetings. Comply with Duke fiscal policies related to travel authorizations, expenditure reports, corporate card expense reconciliation, and make timely submission of receipts for individual and group-related expenses.
- Communicate to the GEO program manager any anticipated changes to program expenses which may impact the budget prior to or during the program, and as early as possible.

Pre-departure

- Working with GEO, plan and manage at least one mandatory pre-departure meeting for all enrolled students.
- Cover the following points during the program pre-departure meeting: academic and behavioral expectations, syllabus review, health, safety, and security concerns/issues (including sexual harassment/assault prevention), field trips, housing arrangements, program charges/personal budget recommendations, required arrival and departure dates, cultural expectations, and etiquette.
- Provide course syllabi, onsite emergency contact information, and final program itinerary including information about all excursions, to GEO. Note that the program itinerary should be developed with the health, safety, and security of students as top priority.
- In a timely fashion, disclose to GEO any issues related to health, family, or immigration status that may jeopardize my ability to lead a summer program.
- Read and familiarize myself with the contents of GEO’s summer faculty handbook, which is a critical resource for all faculty directors.

Onsite Program Management

- Provide an orientation for students once they arrive on site. This on-site orientation should cover in more depth the same major points as the pre-departure orientation, including addressing location-specific health, safety, and security concerns and providing emergency contact information for the students.
- Provide an outstanding academic experience while on the program. Use the program site effectively, keeping the academic mission of the program at the forefront throughout the program.
- Participate in all of the required activities and remain on site while the study away program is in session.
- Communicate any and all instances of behavioral and/or academic misconduct to GEO, such as violations of Duke’s Community Standard. State in the course syllabi the consequences of such misconduct.
- According to established protocols, report to and work with GEO to help address any health, safety, and/or security issues that may impact the program as a whole, or affect individual students participating on the program. This may include performing necessary support and/or emergency response duties during nights and/or weekends.
- Encourage students to complete the GEO online program evaluation and the Duke Trinity College online course evaluations. Faculty will also be able to complete the instructor course evaluation form online.

Post Program

- Submit a final report (required).
- Post final grades for all program courses within 48 hours from the end date of the program.
- Debrief my experience with the GEO program manager.

I understand and agree to abide by the above expectations.

___________________________    _____________
Signature of faculty director              Date
GEO RESPONSIBILITIES

The planning, implementation, and management of a Duke-administered summer program is a team effort between the faculty director and the GEO, requiring regular communication. The GEO is equally committed to making every effort to provide a quality academic experience for all student participants that will enrich their personal and professional lives. To help directors achieve success in leading successful summer programs, we strive to support their efforts in a variety of ways, listed below.

GEO will:

Programming

- Prepare faculty workshops, trainings, and handbooks to provide development and support for all faculty directors.
- Collaborate with students, faculty directors, and overseas vendors to facilitate to the extent possible reasonable, cost-effective accommodations for students who may have dietary restrictions, physical disabilities, mental health concerns, and/or other special needs.
- Process student withdrawals before and during the program.
- Provide support, guidance, and resources as needed while program is in session.

Marketing and Application Processing

Marketing

- Assist in marketing programs at the annual Global Ed Fair.
- Schedule and attend program information meetings.
- Develop and update program webpages and publications, including social media, with faculty input.
- Advise prospective and enrolled students.
- Promote participation by under-represented groups, including first-generation students and diverse student populations.

Application Processing

- Oversee administrative procedures, including tracking incoming applications, student dean’s checks, financial aid, student billing, and coordinate with other units on campus as needed.
- Send electronic acceptance letters to students and respond to student concerns and questions about program costs, visas, financial aid, scholarships, etc.
- Manage the enrollment process and assist faculty director in developing a waitlist if necessary.
- Administer the two summer scholarships (Babcock and Mac Anderson) in coordination with the Duke Office of Undergraduate Financial Aid.

Budgeting (GEO’s Business Office, the ‘Hub’, working with GEO program managers)

- Prepare and finalize program budgets; the GEO has final authority to determine feasibility of logistics, excursions, accommodations, etc. in order to maintain the affordability of the program for students and to comply with university fiscal and personnel policies.
- Cancel summer programs if enrollment falls short of what is required to run the program financially as well as pedagogically.
- Provide training on budget creation and expense reconciliation.
• Work with the Hub to negotiate and finalize vendor contracts.

Academic

• Initiate the course approval process for courses with special topics numbers. Faculty will be kept informed of any suggested revisions from Duke’s course committee.
• Register all students in their summer program courses (working with the Duke Registrar’s office).
• Provide suggestions and ideas on ways to incorporate experiential and intercultural components into programs.

Pre-departure

• Assist the faculty director in scheduling for and inviting students to pre-departure meetings.
• Review with the faculty director potential student health, safety, and security issues as well as behavioral expectations, administrative policies and procedures, billing deadlines, and other important details.
• Meet with Duke Student Affairs caseworkers as well as staff in the Student Disabilities Access Office (SDAO) to review students with reported mental health, behavioral, and/or disciplinary concerns, as well as students who have registered with SDAO for accommodations. GEO shares confidential information about students with directors on a need to know basis.

Student health and safety

• Consult with the appropriate offices, including Duke’s Corporate Risk Management office and Duke’s legal counsel to help develop, update, and implement risk and emergency management policies and protocols. Provide informational materials and guidance to faculty directors to help them understand and comply with these policies and protocols.
• Provide a 24/7 cell phone number that faculty directors can use in case of an emergency. (Note that this number is only for faculty directors and program support staff. It is not to be distributed to students or parents, who are encouraged to call the Duke Police.)
• Upon notification, respond to any real or perceived emergency, or situations that could become emergencies, and support and assist the faculty director and program support staff to help resolve any student health, safety, and/or security concerns.
• To the extent possible, support and assist faculty in the event of any incident, such as a natural disaster, that affects the entire group.
• Cancel a summer program if unable to achieve the program’s mission and goals due to health, safety, and/or security concerns in the program’s location.

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