

Policy on Family and Visitors on Faculty-Led Programs Abroad

Section: Employment	Policy Number: 128
Responsible Office: Office of International Education	Effective Date: 10/27/15

Scope

This policy applies to all faculty members who participate in faculty-led programs abroad for St. John's University students. Should an administrator or staff employee lead or help to administer a student program abroad, this policy shall apply to this individual as well.

Policy

Faculty members who lead a group of students internationally have a significantly broader responsibility for the students than do faculty who teach a course on campus. This responsibility involves 24/7 availability to the program's students while the program is in progress, in case of emergency or other needs. The faculty leader's first priority must to be the safety and wellbeing of the students in his or her program.

The University expects the full and complete commitment of the faculty leader to the program and its students. The presence of family members or visitors during a faculty-led program abroad could result in a divided commitment for the faculty leader; therefore, the University does not permit faculty members who are directing a program abroad to be accompanied by family or visitors while the program is in progress. Further, for reasons of liability, only students who are enrolled in the program and employees of the University are permitted to join in excursions and travel with the program.

In situations where the faculty member's responsibility is limited to the teaching of a course and the faculty member is NOT otherwise responsible 24/7 for the students in a program, the University does not expressly prohibit family members or visitors from accompanying the faculty member abroad at the expense of the faculty member or visitor. In addition, with the approval of the Office of International Education, individual deans may make exceptions for programs that travel to the Rome or Paris campuses, or programs that travel with more than one University employee. In the case of programs that travel with more than one University employee, these programs must designate at least one employee as "on call" who would not be permitted to be accompanied by family members on the trip.

During these study abroad programs, family members or visitors who are not enrolled in the course or employed by the University may not represent the University in any official capacity; they are also not permitted to attend any portion of the program that is not otherwise open to the public or held in a location that is open to the public. Program leaders and their family members or visitors are required to complete and sign a "Conditions of Participation" form and "Assumption of Risk, Release of Liability and Hold Harmless Agreement." All applicable University policies still apply.

Faculty members are encouraged to consult directly with a member of the Office of Global Studies should they have any questions regarding this policy.