



## Eastern Kentucky University Policy and Regulation Library

### 4.7.12

Volume 4, Academic Affairs  
Chapter 7, Faculty Rights and Responsibilities  
Section 12, Faculty/Staff Academic Travel with Students

**Approval Authority:** Board of Regents

**Responsible Executive:** Provost

**Responsible Office(s):** Education Abroad, Service Learning, and Academic Departments

**Effective:** April 23, 2019

**Last Revised:** NA

**Issued:** April 23, 2019

**Next Review Date:** Spring 2024

## Faculty/Staff Academic Travel with Students

### Policy Statement

Experiential learning and field work are essential to many academic programs and to student learning, but also involves coordination, supervision, and risks not present in the traditional classroom setting. This policy governs faculty/staff-led travel and field experiences with students for the purpose of ensuring that the academic experience remains central to the trip or visit and that that students receive guidance as to professional expectations for the work, as adapted for the assignment, site, and culture. This policy applies to any travel or fieldwork in which faculty or staff travel with students whose participation is associated with credit-bearing work, or in which students participate as representatives of the University, or for which University funds (including scholarship funds or grant funds) are used. Cooperative Education and internship placements are guided by separate procedures. This policy does not apply to experiences organized by a third-party provider.

### Entities Affected

All University Community Members, which includes all faculty, staff, students, and Board of Regents members as well as anyone doing business for or with the University

### Procedures

#### Pre-Departure Planning

##### *Supervision*

Faculty and staff participants are responsible for providing reasonable supervision of student participants during the academic travel, from departure time until return to campus. The

parameters of “reasonable supervision” for the academic travel should be established by the Department in writing in advance of the academic travel and will vary according to the site and experience. Experiences that are inherently dangerous or require a high level of skill to manage successfully necessarily require more extensive supervision than more routine experiences. Any international travel should be planned in consultation with the Office for Education Abroad.

#### *Contracts*

Any necessary contracts must be reviewed and approved by University Counsel.

#### *Lodging*

Complete the out-of-state travel form, all other necessary pre-departure paperwork, and adhere to the Travel Requirements and Procedures Regulation (6.1.3R)

#### *Out-of-State Travel Form and Other Pre-Departure Paperwork*

Review and follow the Travel Requirements and Procedures Regulation (6.1.3R)

#### *Transportation and Driver Training (if applicable)*

Please review and adhere to the Motor Vehicle Use Regulation (9.5.1R) and the Travel Requirements and Procedures Regulation (6.1.3R)

#### *Meals*

Please review and adhere to the Travel Requirements and Procedures Regulation (6.1.3R)

### **Behavioral Expectations**

#### *Student Participants*

Because academic travel involves group activity, all participants must work with others in a professional and responsible manner. Student Participants must comply with the ethical and behavioral standards established for the program by the University’s Student Code of Conduct and by expectations established by the Department and/or the supervising faculty and staff.

#### Faculty and Staff Participants

Faculty and Staff Participants must:

1. Articulate expectations for student behavior;
2. Refer students to Code of Conduct and be familiar with contents of Code
3. Model professional conduct for Student Participants
4. Follow all safety guidelines for the activity
5. Supervise the Student Participants at all times during the academic travel
6. Establish and maintain an optimal learning environment
7. Abide by all University policies and applicable laws

#### *Guests*

The Supervising Faculty or Staff Member has the discretion to determine whether or not guests will be permitted. The request to bring a guest must be submitted by the Supervising Faculty or Staff Member to the supervising academic official (Director, Department Chair, or above) no less than two months in advance of the departure date and detail arrangements for costs and supervision noted above. Exceptions to the timeline for a request to bring a guest may be modified at the discretion of the supervising academic official. The supervising academic official may deny the request if, in his/her judgment, the guest will adversely affect the academic experience, safety, or duties of any participant. There is no appeal of the denial of the request.

If permitted by the Supervising Faculty or Staff Member, and approved by the supervising academic official, spouses, domestic partners, or children may accompany participants (students, faculty or staff), in accordance with University policy and with the written permission of the supervising academic official. Guests will be required to sign a liability waiver prior to travel.

All Guests are responsible for all related costs, including airfare, accommodations, meals, transportation, entrance fees, health insurance, child care, etc.

Note: If someone other than the participant's spouse will be caring for the child/children, the participant must pre-arrange (prior to departure) on-site child care for the duration of the program. Faculty members shall not rely in any way on Student Participants (i.e. students) and/or other faculty or staff to provide any form of child care (even if paid).

Guests must abide by all policies and procedures concerning the behavior of participants.

Guest travel must occur pursuant to the Motor Vehicle Use Regulation (9.5.1R) and the Travel Requirements and Procedures Regulation (6.1.3R)

#### *Volunteers*

All provisions applying to guests shall also apply to volunteers. Volunteers must complete the University Volunteer application and background check, and must abide by University policies and procedures.

#### *Free time*

If the itinerary includes free time, Student Participants must inform the Supervising Faculty or Staff Member of their whereabouts and provide contact information. The Supervising Faculty or Staff Member shall provide written expectations for student behavior during Free Time in advance of the Academic Travel. Student Participants must abide by the rules established by the Supervising Faculty or Staff Member. Failure to do so will be considered a violation of the Student Code of Conduct.

#### *Curfews*

The Supervising Faculty or Staff Member may impose curfews, as may personnel managing the program on site (including home stay hosts). The Supervising Faculty or Staff Member shall provide written expectations for curfews in advance of the Academic Travel. Additional rules

may be imposed on site as needed. Student Participants must abide by the rules established by the Supervising Faculty or Staff Member or on-site personnel. Failure to do so will be considered a violation of the Student Code of Conduct.

### *Alcohol/Drugs*

The University prohibits the illegal or otherwise irresponsible use of alcohol by students and that it is the student's responsibility to know the risks associated with alcohol use and abuse. At sites where the legal age for alcohol consumption and/or rules regarding the consumption of alcohol differ from University policy, Supervising Faculty, Staff Members, and Student Participants have the responsibility to know relevant country and local laws concerning the possession, use, and abuse of alcohol. Illegal or excessive consumption of alcohol or misconduct due to alcohol consumption will not be tolerated and will result in disciplinary action and possibly expulsion.

Supervising Faculty and Staff Members shall inform the students of these laws, and establish expectations for professional and appropriate conduct. Supervising Faculty and Staff Members shall observe the laws and expectations themselves and have an obligation to report any misconduct by a participant (student, faculty, staff, or guest) to the appropriate academic supervisor.

Drugs: Use of drugs other than prescribed drugs for legal purposes (as defined by the local law at the academic travel site) is not permitted.

Supervising Faculty and Staff should not purchase or provide alcohol or drugs (legal or otherwise) to Student Participants.

### **Checklist Completion**

Recommended for all trips, to be kept on file in departmental office, necessary components to vary by trip:

- Training for experiences involving unusual risks or specialized skills
- Pre-departure orientation for participants, as appropriate to the trip
- Local laws/customs
- Language issues
- Considerations based on protected classification (gender norms, accessibility)
- Request to be absent form
- Out-of-state travel form
- Schedule/attendance
- Site-specific concerns (safety, first aid, culture, customs, discipline-specific training, travel warnings)
- Attire
- Waivers
- Passports/visas (copies)

- Medical/Emergency Contact
  - Medical Information Sheet or Parent Medical Consent Form
- Emergency Planning
  - Weather
  - Civil Unrest
  - Medical Emergencies
  - Evacuation
  - Alternatives to public transit
  - Strikes/transit disruptions
  - Cash
  - Missing students
  - Contacts for behavioral intervention
  - Sending students home
  - Incident reporting (immediate)
  - Communication (parents, officials, press)
  - Interactions with others (non-participants)
- Prescription medications/storage/availability/legality
- Contact information for supervising faculty/staff
- Guest Information
- Currency/procard
- Cell phones/international data/pre-paid phones
- Itinerary (both trip and transit)
- Student contracts
- Insurance Coverage verification
- Incident Reporting Protocols and Forms

Incident Reports should be filed with the Supervising Academic Official and Risk Management. Any incident should be reported to the Supervising Academic Official as quickly as possible, but no more than 72 hours after the incident occurs. Supervising Faculty or Staff members should also contact the Supervising Academic Official.

**Post-experience considerations**

Supervising Faculty and Staff should follow appropriate departmental and university policies and procedures for managing post-academic travel matters. Specific matters that may need to be addressed include:

- Travel forms
- Site/experience evaluation
- Disciplinary procedures
- Incident reporting (post-event)

## Definitions

- **Chair:** Anyone whose immediate supervisor is a dean (department chair, director, coordinator, etc.)
- **Day:** In this document, day refers to days within an academic term. If the academic day occurs on a weekend, holiday, or University break or if the University is closed due to inclement weather, an action required within a specified number of academic days shall be due on the first day practicable on which University is open during an academic term
- **Faculty:** Faculty who are employed by the University part-time or full-time, tenured or non-tenured.
- **Guest:** A spouse, domestic partner, child, or other individual accompanying the group at the request of a Participant, and with permission of the Supervising Faculty or Staff member and the Supervising Academic Official.
- **International Travel:** Any travel outside the United States and its territories.
- **Missing Student:** A student may be considered missing if he or she is overdue in reaching home, campus or another specific location past their expected arrival, additional factors lead university staff to believe he or she is missing.
- **Off-Campus Site:** Any location not on the Richmond campus.
- **Out-of-State Travel:** Does not include travel to a bordering state that does not require airfare or an overnight stay.
- **Participant:** Any employee or student accompanying the group during the Academic Travel.
- **Rental Vehicle:** A vehicle rented through a rental agency for Approved Business travel. Rental vehicles are not owned by the University; departments and organizations may reserve vehicles by contacting the contracted rental agency.
- **Student Participant:** Any student enrolled at ECU but does not include visitors or guests
- **Supervising Faculty or Staff Member:** The employee who holds academic responsibility for the field experience and is accompanying the Participants during the Academic Travel.
- **Supervising Academic Official:** The Department Chair, Director, or other official in whose department or unit the academic credit is awarded. For international travel, the Supervising Academic Official is always the Education Abroad Administrator. If academic credit is associated with the Academic Travel, the Supervising Academic Official is the employee who provided the funds to support the Academic Travel.

## Responsibilities

- Education Abroad Office
  - Academic international travel
- Sponsoring Academic Unit
  - Pre-departure planning and records maintenance
- Supervising Academic Official
  - Incident reporting

## Interpreting Authority

Executive Vice President for Academic Affairs and Provost

## Review and Approval

### Policy Issued

<u>DATE</u>	<u>ENTITY</u>	<u>ACTION</u>
August 23, 2019	Board of Regents	Adopted
August 28, 2018	President	Approved
December 6, 2017	Provost Council	Approved
November 6, 2017	Faculty Senate	Approved