

Faculty Led Study Abroad Accompanying Family Policy (finalized 8/24/18)

Statement on Faculty Member Responsibility

The primary role of a faculty study abroad leader is to act as professor and program director during the time that the students are abroad. Faculty leaders must be prepared to respond to student needs at all hours while traveling. However, the university recognizes that under certain conditions faculty leaders may fulfill all required responsibilities while traveling with family. This document provides guidance in assessing when it is appropriate to allow family members to travel with faculty leaders.

This policy is written in accordance with the Standards of Good Practice published by the Forum of Education Abroad. Specifically, "The organization prioritizes the health, safety, and security of its students through policies, procedures, advising, orientation, and training." (Standard 8, <https://forumea.org/resources/standards-of-good-practice/>)

I. Family* Accompanying Faculty/Staff on Study Abroad Programs

*Family refers to a spouse, partner, significant other, and children.

Any family wishing to accompany a faculty leader on the trip for a period longer than 48 hours must be approved by the Office of Study Abroad and International Engagement.

In the program proposal process, faculty will disclose planned visits by all family members during the study abroad program. Any family member or significant other who plans to visit a faculty leader for any period of time should be identified to other faculty leaders, as well as the Offices of Study Abroad and International Engagement. Adult family members visiting a faculty leader and who are expected to have any interaction with students must have a background check (or equivalent) on file with International Engagement. Week-end visitors who will have no contact with students do not need to have a background check.

The Office of International Engagement will provide final approval of accompanying family members prior to an approved program being publicized on campus. After the program has met enrollment requirements, a final list of accompanying family members must be provided and approved.

Accompanying family should not counsel students during the program about matters such as serious mental and physical health issues, academic performance, or any matter which is rightly the purview of a faculty leader.

II. Minor children: Faculty Leader children traveling but not enrolled

Faculty bringing children under the age of 18 must seek and gain written approval from Office of International Engagement according to conditions outlined below.

Minor children not enrolled in a course are permitted to accompany faculty leaders if **all four** of the following conditions are met:

- 1) a second faculty leader is participating in the program and
- 2) a second adult primary caregiver is accompanying the children and
- 3) the primary caregiver is maintained throughout the duration of the program and
- 4) a health assessment is on file for each minor child traveling with the program.

Faculty leaders should include a plan in the program proposal describing how they will carry out their responsibilities with accompanying family members. The plan must include a written commitment to be available to all students 24 hours a day in the event of real or perceived emergencies and be signed by all faculty leaders in the program.

III. Restrictions applying to all primary caregivers.

- 1) All caregivers must have a background check (or equivalent)
- 2) Participation of accompanying primary caregivers is generally restricted to adult family members. Other adults designated as caregivers by the faculty leader may be approved by the Office of Study Abroad and International Engagement.
- 3) Accompanying primary caregivers should not counsel students during the program about serious matters.
- 4) Adult caregivers may participate in program related excursions or activities only if they can reasonably be expected not to distract from the learning environment.
- 5) Other scenarios involving faculty leaders and accompanying children traveling but not enrolled in the program must be disclosed and approved using the guidelines outlined in this policy.

IV. Minor children: Faculty Leader children enrolled in the study abroad program

The following conditions must be met for approval of minors age 14 to 17 **without** a primary caregiver.

- 1) Minor children must apply to be admitted as a visiting student to UCA.
- 2) Minor children must enroll in either a 1, 2, or 3 credit hour course approved as part of the study abroad program.

- 3) Minor children will pay an adjusted program fee that reflects actual costs. UCA students' program fee will not cover any expenses of the accompanying children.

V. Other stipulations regarding travel arrangements for accompanying family members.

- 1) Travel arrangements for any accompanying family member will not be made by UCA* unless the family member is a paying participant.

*The Study Abroad Office will work with faculty leaders to share third party vendor plans so that they can make their own travel arrangements for accompanying family members.

- 2) Faculty leaders must not spend any program travel funds to pay for approved accompanying family members. Since the IRS does not consider expenditures of this type a qualified business expense, no travel expenses, insurance, transportation, lodging, meals, or registration fees, etc., for family accompanying employees on university travel will be reimbursed.
- 3) All those approved to accompany a faculty-led program are required to follow UCA Study Abroad Guidelines and purchase UCA's travel insurance or provide evidence of having purchased other equivalent coverage.