

**International Programs
UNIVERSITY POLICY
For Faculty and Selected Staff**

This document is the International Programs University policy for faculty.

The Administration has initiated a generous program of support for the high-school age (and younger) children of faculty who teach full semesters in our overseas programs. When combined with the benefits already in place, the package includes the following for all programs:

- a. The faculty member's regular salary (fall, spring) or summer school pay (summer)
- b. The faculty member's travel to and from the foreign campus, organized excursion expenses, housing, and food while with the student group
- c. If the faculty member has a spouse, the spouse's expenses as noted in (b.)
- d. The round-trip airfare for any children (high school age or younger) of the participating faculty (This will be reported to the IRS as income/benefit as required by law.)
- e. Housing costs for children (high school age or younger) of the participating faculty while on the overseas base campus

We now offer semester-length programs in the following locales at the indicated semesters:

- Florence, Italy (HUF) every Fall, Spring, and Summer
- Athens, Greece (HUG) every Fall, Spring, and Summer
- Brisbane, Australia (HUA) Fall (even-numbered years)
- London, England (HUE) every Fall
- Viña del Mar, Chile (HULA) every Spring
- Paris, France (HIP) Spring (even-numbered years)
- Namwianga Mission, Zambia (HIZ) every Fall

The new policies and remote campuses are intended, in part, to help reach the following general University-wide goals:

- a. for 50% of the student body to participate in a significant international experience before graduating
- b. for 50% of the University faculty to participate in a significant international experience
- c. for all qualified faculty to have an opportunity to participate
- d. to make it financially less burdensome for younger faculty to participate

An application form for participation as a faculty member in International Programs is provided for all who wish to apply. You are encouraged and invited to complete this form and return it to Jeffrey T. Hopper, Box 10838, Campus Mail, as soon as possible. The supervisor's signature on the application indicates a general willingness to work out your participation for the semesters that you indicated but cannot guarantee selection for any particular program or semester. You are asked to complete this form whether or not you have an application letter on file. Most applications currently on file are for "summer only" and therefore the potential wait-time for a summer assignment is considerably longer than for other terms.

With seven or more remote campuses, the possibility now exists for special intra-departmental programs. If a department or college wishes to send two teachers at the same time to the same place, and can supply approximately thirty majors for that semester, we may be able to develop a special semester that caters to the interests and needs of that department or college. If this is of interest to you, please ask your chair or dean to contact me.

--Jeffrey T. Hopper, Dean of International Programs

International Programs FACULTY RESPONSIBILITIES and GENERAL INFORMATION

Written orientation material has been provided for all students who participate in International Programs; faculty who accept an assignment should become familiar with these materials. The following is provided to assist faculty members with an understanding of the nature of this unique assignment and to help prepare them for a wonderful experience while living abroad with students.

I take it for granted that most faculty members who accompany student groups will do a wonderful job of leading by example. In the past, however, there have been cases in which faculty and their families have not contributed to their respective programs at the level that is assumed. This document therefore attempts to clarify the appropriate role for Harding University faculty while participating in an international program semester.

Every campus has an appointed director. This individual is responsible for every aspect of the program. All other faculty members, their family members, students, and all guests report to the director throughout the semester. The final authority and all responsibility for the program and all participants rest with the director, including class scheduling, chapel times, and recreational activities.

Faculty responsibilities at our international campuses extend far beyond those on the Searcy campus. International Programs groups are structured more like a family. Health, food, travel, safety, recreational, and emotional needs are all areas of faculty responsibility. In Greece and Italy, for example, the on-site staff will not prepare every meal. Faculty will share primary responsibility for meal preparation in these circumstances. The campus may host special receptions and parties; faculty members and their families should pitch in and help at such functions.

Faculty should assist in the supervision of the resident assistants. This means that the faculty should help enforce curfew, the code of conduct, the dress code, and other rules specific to the overseas campus.

Faculty are expected to enthusiastically participate in all organized activities. This includes, but is not limited to, church services, parties, chapel, group meals and tours. "Been there, done that," is not a valid reason to refrain from participation. If a faculty member wishes to travel away from the campus and this would result in missing chapel or other scheduled activity, the absence should be coordinated in advance with the director.

Further, it is requested that faculty, whenever possible, incorporate on-site instruction into their exams and assignments. The most successful semesters abroad have resulted from a concerted effort on the part of the faculty to coordinate the content of field trips with class work. For example, it is suggested that faculty members consider testing over material presented by tour guides and on-site teachers. Faculty who teach on our foreign campuses may well be assigned to teach courses they have not previously taught and should plan accordingly.

All faculty accompanied by children must prepay some food and travel expenses. A list of expenses is available on request. (For all programs, the airfare for the child will be paid by the university but reported to the IRS as income/benefit as required by law.)

All (faculty and students) who participate in our programs are encouraged to, as much as possible, enjoy local customs and eating habits. It is inappropriate to ask servers, waiters, or our staff, to provide special menus or menu items. It is considered a vital part of the international experience to learn to eat and behave according to local standards.

Faculty members are expected to attend chapel daily and to take leadership roles as requested. Students are not allowed to miss chapel or any class except for illness (and their absence must be pre-approved). It will be helpful if you will coordinate the timing of your course examinations with other faculty.

All faculty members who expect to drive overseas must acquire an international driver's license. It may be very helpful to campus directors in certain situations for faculty members to be able to assist in the transportation of students to run short errands. Applications for the international driver's license are available in the international programs office. If University-owned vehicles are operated for personal use, the program should be reimbursed for the use of the vehicles.

In general, visitors are not allowed to accompany Harding groups that are touring. This includes extended family members of visiting faculty. Any exception to this must be approved in advance by the campus director and the Dean of International Programs. The policy for visitation at each campus site varies. All visits for meals, etc., must be cleared in advance with both the local director and the Dean of International Programs. At HUG, private apartments are available for rent to visitors. These are reserved and prepaid through the Searcy International Programs Office. For HUF visitors, accommodations may be available at the Florence Bible School (home of *Avanti Italia*). These are also reserved and prepaid through the Searcy International Programs office. At all other programs, overnight accommodations should be made by the visitor in a local hotel or hostel. All visits (of any duration) to overseas campuses should be cleared in advance with the program director and the Dean of International Programs.

The international program experience can be beneficial and even exhilarating for faculty members and their families. It is hoped that by every participant, both student and faculty, will grow spiritually, academically and socially during their assigned term abroad.

--Jeffrey T. Hopper, Dean of International Programs

International Programs FACULTY APPLICATION

Name _____

Academic Department or College _____

List the liberal arts courses you have taught:

Additional liberal arts courses you are willing to teach and courses from your department that might be offered:

List previous Harding University International Programs in which you have taught and identify the specific semesters:

Circle the programs in which you are generally willing to serve:

Florence, Italy (HUF)	Fall	Spring	Summer
Athens, Greece (HUG)	Fall	Spring	Summer
Brisbane, Australia (HUA)	Fall (even years)		
London, England (HUE)	Fall		
Viña del Mar, Chile (HULA)	Spring		
Paris, France (HIP)	Spring (even years)		
Namwianga Mission, Zambia (HIZ)	Fall		

List the specific semester(s) for which you are volunteering (e.g. HUG Spring 2005):

Applicant's signature _____ Date _____

(By signing this form I declare that I read, understand, and agree to the information pages accompanying this application: *IP University Policy, Faculty Responsibilities and General Information.*)

Immediate Supervisor's signature _____ Date _____

(By signing this form, the supervisor is indicating a *general willingness* to release the applicant for one of the semesters listed. The applicant should understand that other concerns might delay the process or prevent the applicant from participation.)