Faculty Participation on Panther Programs

The Study Abroad Office has an extensive list of programs, partners, and existing site locations that have already been approved by the Study Abroad Advisory Committee and Provost. There are multiple ways that faculty can become involved with study abroad programming at Pitt. Including,

- Serving as a faculty director for an existing semester programs such as Pitt in Sydney, Dublin, or London or Sydney summer sessions (12-month development timeline). Other sites may be available, but it is important to note that rotation of faculty on many of the summer programs is limited due to the fact that many of our programs were developed in conjunction with their current faculty directors.
- Adding course tracks to existing program models. There are certain locations offered mostly in the summer where additional faculty and students could be accommodated. (12-month development timeline)
- Developing standalone programs in existing sites. There is an extensive list of locations that are already approved, reducing the burden on faculty and staff. There are approved providers on every continent. (12-18-month development timeline)
- Developing a standalone program in a new city and or country that has yet to be approved. The development process for these types of programs is typically longer due to the need for additional logistics approvals and curriculum development. (18-24-month development timeline)
- The Study Abroad Office must approve final site and program concept prior to development.

Regardless of which type of program you choose, the Study Abroad Office offers you a Program Manager to help facilitate the development process including but not limited to contacting providers, assistance with logistics proposals, creation of marketing materials, and consultation with legal counsel. While you will serve as the academic point of contact for students, the assigned Program Manager will manage applications and pre-departure processes for students.

Faculty Responsibility for New Program Development

Steps for new program development:

- **Course proposal (12-18 months out)** – This can be an existing course that lends itself to being taught overseas or a brand new course offering. Curriculum must support the program’s stated goals and leverage the unique learning opportunities offered by the host context. (The Forum on Education Abroad, 5th Edition, 2015). The course concept should include ideas for academic content including complementary in-country site visits. Preference is given to courses that fulfill general education requirements at Pitt. If proposing a new course, we HIGHLY encourage faculty to submit the course for consideration by the council for general education.
- **Academic approvals (12-18 months out)** – As part of the development process, the Study Abroad Office requires that each faculty member have approval from the Chair of their academic department for participation on the program, the proposed course, and the program concept. Course must be vetted and approved by Department Chair. Official approval must be sent by the Chair to the Director of Study Abroad. Additionally, the academic content must be approved by the Study Abroad Advisory Committee (SAAC).
• **Location selection (12 – 18 months out)**– If your course is related to a specific city or country, the Study Abroad Office will let you know whether or not we have existing partners in that region. If we do not have existing partners, we will work to identify other reputable providers. Program Proposals are required for all new sites and locations. Each proposal will undergo a Risk Management Review by the Study Abroad Office. SAO will also work directly with the providers and with the on-site support staff. If your chosen course is not specific to one location, the Study Abroad Office will work with you to determine where it may fit best within our existing offerings.

• **Program specifics (12-18 months out)**– The Program Manager will work with you to establish the most economical and logistically feasible length of time in any given location. Programs range from one week to as long as a semester depending on location, demand, pricing, and provider ability.

• **Budget development (8-12 months out)**- After solidifying the details of the program, your Program Manager will create a budget based on all inclusions, including both faculty costs and overseas costs, to determine the minimum number of students required to run the program and the per student program fee. If a program does not meet the minimum required number of students the program will be cancelled. The minimum number of students and cancellation date will be noted in your hire letter.

• **Logistics Proposals (8-12 months out)**– If the program is utilizing a new location, site, or provider, a logistics proposal must be completed, submitted, reviewed, and approved by the University’s legal counsel, and Study Abroad Safety Committee (SASC) prior to the start of the program. Logistics proposals are incredibly detailed documents that outline health, safety, security, and logistics concerns for each specific site. This document requires input from program managers, faculty and overseas providers. Please be aware that logistics proposals are typically complete over the summer.

• **On-site Provider Contract Negotiation (6-10 months out)**– In order to work with on-site providers, they must be willing to sign a service provider contract with the University of Pittsburgh. This contract outlines things including but not limited to the scope of the program, accommodations, inclusions, exclusions, withdrawal policies, payment policies, and liability concerns. There is a template for this contract that the Program Manager will complete and send to the on-site provider. This document must be completed, submitted, reviewed, and approved by legal counsel in order for the program to run. Under no circumstance will a new program run without contract approval from the University’s legal department. Faculty may be asked to review this document to ensure that program and academic specifications are being met.

• **Study Abroad Program Proposals (must be completed by at minimum 4 months out)** – The final step for new program development. This completed packet includes all course syllabi, departmental course approvals, SAAC course approval, departmental support letter for both faculty participation and program development, program budget, SASC approved logistics proposals, approved and executed contracts, letter of intent from faculty directors, program schedule.

With these steps completed, your Program Manager will complete the new program approval process. Once a program is approved, your Program Manager will create marketing materials and a program specific website. Pitt Study Abroad and Panther Programs have designed standards for all program marketing materials. Please note that the program development timeline can range from a few months to two years depending on location, provider availability, world events, and university processes and policies. The above steps should be completed by **August 1st** for any program running in that academic year. Specific timelines for each term can be found in the appendix.

Here is a sample list of locations where programs have previously run: London, Sydney, Florence, Dublin, Brazil, Argentina, Edinburgh, Quebec, Cyprus, Ecuador, Paris, Nantes, Rome, Genoa, Prague, Krakow, Austria, Greece, India, China, Tanzania, Wales, South Africa, Spain, Costa Rica, Vietnam, and Cuba. While our office is always willing to develop sites in new countries, please note that University policy prohibits travel to any country with an active travel warning or alert, or an active war zone.
Commitment Policy for New Program Development

Due to the lengthy time and commitment for new program development, all faculty must agree to run the program in the developed model for at least two cycles. These can be either consecutive years or every other year. The Study Abroad Office will not make any significant model modifications to the program (ie location and or venue changes) prior to the completion of the second run.

Faculty Course Expectations

- Faculty that serve as the leader for a new or existing semester program will be expected to teach two courses while abroad.
- Faculty that serve as the director for new or existing summer programs will teach one or two courses abroad depending on the scope and length of the program.
- Faculty will be responsible for preparing program specific syllabi that are in line with the University of Pittsburgh’s requirements including but not limited to academic standards, contact hours, course evaluations, readings, assignments, course goals and objectives.
- Courses overseas must include local course related experiences. These can be in the form of structured activities, guest lecturers, and or excursions to local areas of interest, businesses, cultural sites, historical sites, schools, or other relevant sites. These experiences can be counted towards contact hours and may I turn reduce the in-class time.
- It is critical that the overseas course connects both the course topic and the location. Courses are to be taught in context with the location.
- If a faculty member wishes to utilize Courseweb for their course abroad it is their responsibility to request access to it from CIDDE.
- Faculty are responsible for submitting and entering all grades for their course after the program ends.
- Faculty are required to set up OMET course evaluations for each course. The Director of Study Abroad will have access to these reviews as part of the post-program evaluation process.

Policy on Faculty Spouses, Partners & Dependents

In certain cases, Faculty Directors may be able to bring dependents along with them for the duration of the program. However, if the dependents are under 18, they must be accompanied and supervised by another adult at all times. The Faculty Director CANNOT be the primary person for supervision of the minors during the dates of the program. Given the faculty director’s role as the primary point person for all participants’ health and safety while abroad, there would be a conflict of interest, should an issue arise with a dependent, which interrupted the program. This applies to dependents participation on a program as well. The University of Pittsburgh will never pay for the dependents to accompany the faculty member. Faculty must assume financial responsibility for a larger than single supplement accommodation. Please note that our partner providers may have policies that prohibit the inclusion of accompanied family members on class related excursions and site visits.

Faculty dependents enrolled in an undergraduate degree program at a university (Pitt or other degree seeking institution) may apply to participate on their programs providing that there are two faculty members leading the program. Faculty directors cannot grade their own children on Panther Programs. There must be another faculty member on the program for the entire duration of the program that can evaluate and grade the faculty dependent’s work.

Spouses and Partners in certain cases may be able to be accommodated in conjunction with the faculty. However, overseas providers may have policies that prohibit this based on their liability policies. Similarly, to the policy on dependent participation, spouses and partners are not permitted on any program funded cultural or academic visit, nor will the Study Abroad Office pay for their participation on program excursions.