

**Guidelines for Wake Forest University Faculty/Staff Directors
Taking Faculty/Staff Participants Overseas**

Director Name _____ **Today's Date** _____

Program Name _____ **Program Dates** _____

The following guidelines are designed to assist in the management of overseas travel programs. They represent Wake Forest University's expectations of those who lead these group programs. They also offer procedures to be followed in the event of unexpected situations that may occur while outside the United States.

1. The Wake Forest University Center for International Studies (CIS) serves as the principal resource for overseas programming at Wake Forest. Faculty/Staff directors who are developing or conducting overseas programs are encouraged to draw on that office for assistance.
2. Faculty/Staff directors are responsible for submitting and completing all required university forms prior to departure. Current forms are available through CIS. If substantial changes to the submitted itinerary should prove necessary, the director(s) must notify the CIS. The CIS remains open throughout the summer and may be reached by phone, fax, or e-mail. Contact information is included at the end of this document.
3. Faculty/Staff directors must provide participants with any pertinent information relevant to the countries to be visited. Directors also must comply with the orientation/security requirements established by the WFU police and the CIS.
4. Faculty/Staff directors are responsible for providing reasonable assistance to participants throughout the duration of the program. Directors should have an awareness of how to access health services at major destinations in the program. If illness or emergency makes it impossible for a director to perform his or her duties, the CIS should be notified immediately and a system must be in place that transfers authority to a responsible person. *A prospective plan for the transfer of authority from the director to another appropriate person must be made before departure and provided to the CIS for approval.* This may necessitate providing the name and contact information for a temporary director located in-country. The temporary director should have the following qualifications: knowledge of the country including health, lodging and transportation facilities, preferably speak the language of the country, not be a family member of the director, not be a student and preferably have some experience working with students. Before the overseas program begins, the relevant department/school should also designate someone from WFU who, in an emergency, will travel to the country and take over the responsibility of the program. The Faculty/Staff directors are responsible for ensuring that the relevant department/school has provided the CIS with information about the WFU designee prior to departure.

I will transfer authority to:

Name: _____

Daytime Phone #: _____ **Evening/Cell Phone #:** _____

Address: _____

Fax # (if available): _____ **Email:** _____

5. The Faculty/Staff director(s) must immediately notify the CIS and the appropriate Dean if:
 - A participant enrolls for a program but does not arrive within three days of the program start date.
 - A participant arrives for a program but fails to attend.
 - A participant departs the program for any reason (ex. medical, family emergency, personal).In each case, the CIS and/or appropriate Dean will notify appropriate persons as determined under the circumstances such as the Registrar, FAS, etc.
6. The Faculty/Staff director(s) must communicate to all participants:
 - They are required to act as responsible, mature adults throughout the program.
 - The director(s) have decision-making authority during the program, including dismissal of participants from the group for inappropriate conduct and for serious health concerns.A Faculty/Staff director considering the extreme step of dismissing a participant from the group must notify the CIS and appropriate office. Such a dismissal should be carefully considered and consultation with the Dean's Office or other appropriate office and the CIS.
7. Faculty/Staff directors may encounter in-country difficulties including civil unrest or even war. The best procedure in such cases is to contact the nearest US Embassy or Consulate immediately for advice and instructions. Directors must obtain the contact information for embassies or consulates prior to departure. In the event of difficulties, faculty/staff directors must also notify the CIS and/or the WFU Police Department as soon as safety and health priorities permit. Faculty/staff director should also have a copy of and be familiar with the Emergency Response Plan for their trip destination, if one is available. Copies of such plans can be obtained from the WFU Police Department.
8. Your signature below verifies that you have read and understand these guidelines.

Director's Signature

Wake Forest University Contacts:

24 hour emergency number (call collect) at WFU Police Department 336-758-5591

Center for International Studies:

Tel: 336.758.5938; Fax: 336.758.4809; e-mail: woodpc@wfu.edu

Dean of the College:

Tel: 336.758.5311; Fax: 336.758.4346; email: perryd@wfu.edu

Calloway School Dean's Office:

Tel: 336.758.5304; Fax: 336.758.6133; e-mail: calloway@wfu.edu

Graduate School Dean's Office:

Tel: 336.758.5301; Fax: 336.758.4230; email: deheckds@wfu.edu

Babcock School Dean's Office:

Tel: 336.758.5418; Fax: 336.758.5830; email: judy.sowers@mba.wfu.edu

Law School Dean's Office:

Tel: 336.758.5435; Fax: 336.758.4632; email: khines@law.wfu.edu

Divinity School Dean's Office:

Tel: 336.758.3957; Fax: 336.758.4316; email: kistlj@wfu.edu

Office of the Dean of Student Services:

Tel: 336.758.5445; Fax: 336.758.4883; email: pleban@wfu.edu

Campus Ministry:

Tel: 336.758.5248; Fax: 336.758.3569; email: mccgill@wfu.edu

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