UKEA Program Director Responsibilities

This document outlines the major job responsibilities of any UK faculty or staff member serving in the capacity of a Program Director or Assistant Program Director (both hereafter referred to as PD) on a ‘customized’ UK Faculty-Directed Program.

See Appendix for a list of additional or alternative responsibilities that impact ‘non-customized’ program directors.

Instructional

- PD will ensure college-level curriculum committee/EPC approval has been given for their course(s) to be offered abroad prior to the start of their program. The process and timeline for securing this approval may vary by college, but this approval should ensure that each program includes the requisite number of contact hours as defined by UK.
- PD will review and approve the program application page created by UKEA to ensure it accurately reflects their intended program.
- PD will ensure their department lists the course(s) to be offered on myUK/Canvas with an education abroad section number (7xx) so that students may enroll themselves during their registration window. Alternatively, departments may choose to manually enroll the students into the course(s) offered.
- PD should develop a syllabus for their course(s) which is clear with regard to both course content/assignments, as well as policies for their program. Written policies can include, but are not limited to, their alcohol policy, expectations for student participation in arranged activities, expectations for behavior and the consequences for failing to meet those expectations, travel/activity restrictions, etc. Customizing partner policies should also be integrated where possible.
- PD will participate in all aspects of the scheduled program while abroad (guest lectures, site visits, excursions, group meals, etc.).
- PD will utilize the customizing partner’s system for keeping track of students during scheduled ‘free time’.
- PD will submit grades for participants upon return to the U.S. and completion of the course(s).

Financial

- PD will work with UKEA to establish a budget for their program. This should include the customizing partner’s per student fee + the PD overhead costs (which must fall within guidelines set by UKEA).
- PD will ensure all program-related expenses have been included in this budget, as expenses not listed in the budget may not be reimbursable upon the PD’s return.
- In the event of an on-site emergency or an unforeseen circumstance which requires the use of funds not budgeted, UKEA maintains a University-wide Contingency Fund. While each faculty-directed program budget includes a fee which contributes to this Contingency Fund, PD understands that the use of or reimbursement from this fund requires approval from UKEA.
- PD will approve the budget before it is posted to the program’s application page on the EA website. Once posted, the program fee advertised to students cannot be increased.
Administrative

- PD will familiarize themselves with the Faculty-Directed Program Handbook, found on the UKEA website and reviewed at the Health, Safety & Student Behavior orientation for program directors.
- PD will actively recruit students to their program. This should include giving classroom presentations, hosting info sessions, attending the EA fall and spring fairs, utilizing social media, talking with academic advisors, etc.
- If a non-credit accompanying person (as defined by UKEA) will be on-site for any portion of the scheduled program, PD must notify UKEA and follow all designated approval procedures.
- In event their program has opened for students to apply, but the PD is no longer able to direct the program, PD will work with their department to secure an alternate PD who can take their place.
- PD will review and approve completed student applications in UKEA’s system in a timely manner. Applications will not be moved forward without PD approval.
- PD will attend a Health, Safety & Student Behavior orientation (multiple sessions offered).
- PD will complete the Clery Act/CSA training on myUK prior to the start date of their program within the same calendar year in which their program takes place.
- PD will hold a pre-departure orientation with their students prior to departing the U.S., as well as an on-site orientation upon arrival to the host country. The customizing partner typically offers the on-site orientation and may also offer a pre-departure orientation (in-person or online).
- PD will familiarize themselves with the customizing partner’s emergency response plan.
- PD will complete a PD application in the UKEA system prior to departing for their program.
- PD must be available 24/7 during the official dates of the program in the event of an emergency. PD must have an active working cell phone while abroad - this can be built into the program’s budget.
- PD will identify back-up leadership in the event the PD becomes incapacitated or is assisting a student who requires emergency medical care. For customized programs, back-up leadership will likely be the customizing partner.
- PD will serve as the primary liaison for incidents abroad and will communicate the circumstances of any incidents (medical, behavioral, etc.) which occur abroad back to UKEA immediately, or as soon as possible.
- PD will complete all post-program requirements as requested by UKEA. This may include returning of receipts/documentation, completion of post-program survey, completion of PD application, etc.

I have read, understood, and agree to follow the listed responsibilities to the best of my abilities:

**Primary Program Director:**

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**Secondary Program Director: (if applicable):**

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**UK Education Abroad & Exchanges (Executive Director):**

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Appendix of Additional Responsibilities

This appendix outlines the job responsibilities of any UK faculty or staff member serving in the capacity of a Program Director or Assistant Program Director (both hereafter referred to as PD) on a ‘non-customized’ UK Faculty-Directed Program.

**Instructional**

- PD will create a system for keeping track of students during scheduled ‘free time’. This can include requirements that 1. Students stay in groups of two or three at all times, 2. At least one student in each group of two or three has a working cell phone, 3. Students notify the PD if they will be travelling to a different city, how they can be reached, etc.

**Financial**

- PD will maintain program expenses (including keeping all receipts) as directed by UKEA to keep their program fee at or below the amount that was originally advertised on the program’s application page, and will ensure their budget maintains a zero-balance to the best of their ability.
- PD understands that UKEA has set procedures for faculty-directed program budgets which reconcile with unused/surplus funding, and that these surplus funds cannot be reallocated to unbudgeted expenses after the program has ended.
- PD must complete a Financial Management orientation (offered as webinar).

**Administrative**

- PD will make all arrangements for the scheduled program. This can include, but is not limited to, booking accommodations, transportation, group activities, group meals, guest lectures, etc.
- In the event that a student applicant is registered with the UK Disability Resource Center (DRC), and has reasonable accommodation needs, PD will coordinate with the student and the DRC to assess whether reasonable accommodations can be made for the student based on the location of the program and the technical standards required of program participants.
- PD will complete the UKEA Health and Safety Review (part 1 and part 2).
  - Part 1 gives UKEA basic logistical information about the program (airport arrival, pick-up and drop-off, type and address of housing to be used, transportation to be used, draft day-by-day itinerary, etc.) and is required, along with the program proposal and program budget, before students can apply.
  - Part 2 guides program directors in the creation of an emergency response plan and program policies otherwise established by the partner on a ‘customized program’. This may include information about the program director’s on-site orientation, crime prevention and response plan, emergency situation response, and medical preparedness and response.
- In event of an emergency, PD will serve as the primary liaison to UK and will coordinate the response to the emergency situation with UK, utilizing their own emergency management plan in addition to the UK International Center Crisis Management Guidelines.