

RIDER UNIVERSITY
SHORT-TERM STUDY TOURS

POLICY

(8-13-2018)

1. Course Design and Approval by your School or College:

a. **If the study tour has never been previously approved**, you should prepare a new-course proposal for your Academic Policy Committee (“APC”). If your academic department requires departmental approval for new-course proposals, you should follow your department’s process first.

b. If the APC has previously approved the course, the study tour course is ready for **consideration for inclusion in the department’s workload** for the semester during which it is planned. Note that J-term and Summer Session study tour courses often are included in spring semesters so as to enable students to include such courses in their full-time course loads for no additional tuition. For example, a J-term study tour course may include several follow-up class sessions during the subsequent Spring Semester and receive a grade at the end of that semester.

As with any other new course, once a short-term study tour course has received APC approval and is “on the books,” it may be offered again as often as the department and the dean agree to include it in the workload. Study tour courses that change destinations each time they are offered are analogous to special-topics courses in that they need not go back for subsequent approvals by the APC for a new course but will require departmental workload approval.

2. Center for International Education (“CIE”):

a. Ideally, your planned short-term study tour proposal should be presented to the CIE by **January 15th** of the academic year preceding the academic year or summer session in which the study tour will be run. In other words, the proposed study tour should be brought to the CIE’s attention simultaneously with the workload being approved by your dean pursuant to Article XXVII.B, which is “Formulation and Submission of the Workload Plan” in the AAUP Agreement.

b. In a meeting with a member of the professional staff of the CIE, you will provide the study tour course proposal that was passed by your APC and the scope of the proposed study tour course, which together will enable the staff member to prepare a **Request for Proposals (RFP)** to send to pre-approved third-party providers.

N.B.: We encourage faculty to specifically identify what are the “required” elements and what are the “preferred” elements of the program proposal, since once the RFP process begins, the faculty member(s) will not engage in communication with interested providers.

- c. The CIE will send the RFP to a minimum of three potential providers.
- d. When bids have been received from interested providers, the faculty leader(s) will be asked to meet with the CIE staff member to review and compare the bids. The successful bidder will be selected on the basis of a rubric developed by the CIE. If the Faculty leader or the CIE has any concerns with the bidding process or the selected bid, the Associate Provost will assist reaching a resolution.
- e. After the successful bidder has been selected, a contract will be prepared by the CIE for review by the Associate Provost and the General Counsel, who will review, revise if necessary, and forward the contract to the Provost for signature.
- f. **NOTE:** The following types of programs may follow a different process. However these programs shall be reviewed every three years:
- International courses/programs that go to the same destination annually or every other year (ex. MAR 411 to Honduras)
 - Programs that are not feasibly coordinated by a third party provider and that may require an exchange partner institution liaison (ex. Special Ed IND 210)
4. Once the contract has been signed, the CIE will prepare promotional materials for the study tour course; you will have an opportunity to review and approve these materials and the manner(s) of promotion.
5. Students will enroll in the academic course during the normal course-selection cycle. The CIE will conduct an orientation session to assist enrolled students with completing the application process. Using Studio Abroad, enrolled students will complete an application that is tailored to the selected course. All periodic payments made by the students will be paid to the Cashier's Office.
6. The CIE will process the applications, ensuring that all documentation is fully completed by all students; background checks with the Office of Community Standards; arrange for reasonable accommodations for students who self-disclose disabilities; ensure that all students have provided photocopies of their passports, visas, health forms and emergency contact information.
7. The CIE will work with faculty and staff leaders to ensure that all necessary information concerning the students participating in study tour courses, e.g., disability information, is provided to the leaders. CIE will provide a health and safety manual, and up-to-date information relevant to the program's destination(s).
8. Faculty and staff leaders are responsible for collecting and documenting original receipts for proper reimbursement after traveling. Upon return, leaders should prepare their reimbursement request and their receipts (similar to how faculty submit travel reimbursement requests under the AAUP travel fund) and send them to the Director of the CIE for signatory budget approval. **The CIE is not responsible for assembling and preparing financial reimbursements.**

9. A credit card will be issued to all leaders for emergencies.

10. The CIE will cover the cost of a SIM card for international leaders or cover the cost of the international daily pass your cell phone provider uses. Please be sure to include a copy of your bill showing these charges in your reimbursement.