

# UNIVERSITY OF CALIFORNIA EDUCATION ABROAD PROGRAM

## FACULTY HANDBOOK SECTION ONE: Faculty Responsibilities, Recruitment and Selection

### Information and Policies for Study Center Directors Serving Abroad

#### I. THE PROGRAM

The Education Abroad Program (EAP) was established by The Regents of the University of California in 1961 to give qualified students the opportunity to study and live abroad while registered on their UC home campuses. EAP Study Centers are located in 33 countries throughout the world, associated with over 120 host institutions and serve over 4,000 UC students from all UC general campuses. In exchange, approximately 1,300 foreign students come to UC on EAP's Reciprocity Program.

EAP is guided by the following objectives:

- To create high-quality academic programs for UC undergraduates that:
  - integrate them into the academic and social life of foreign universities and countries;
  - are embedded in their UC academic programs and allow them to make normal progress on their degrees and;
  - are offered at a cost that makes them accessible to UC students.
- To strengthen ties with partner institutions abroad.
- To improve the abilities of UC students to study and communicate effectively in a foreign language.
- To develop students' knowledge and skills that will allow them to operate effectively in the international arena and to play creative and responsible roles as global citizens.

The three basic organizational units of EAP are:

- (1) study centers abroad, which are established in cooperation with universities, other institutions, or providers of higher education in the host countries;
- (2) international education offices on each campus; and
- (3) UOEAP, presently headquartered in Goleta.

#### II. STUDY CENTER DIRECTORS

Study Center Directors are appointed for periods ranging from several months to two years. In close collaboration with the Regional Directors in EAP's Goleta headquarters, they oversee EAP's programs abroad, represent the University of California to host universities, and at some sites work with third party providers responsible for various program elements. Directors must fulfill academic and administrative functions, including oversight of student safety, security and conduct.

##### Directors' basic academic duties

The Director ensures that the academic standards of the University of California are met in the EAP programs under his/her oversight. Key to this academic role are the Director's detailed knowledge of the UC academic rules and regulations within which EAP's programs operate; the Director's understanding and regular monitoring of the academic strengths, standards, culture, and structure of the host universities and other organizations with which his/her Study Center works; the Director's ability to work effectively with the administrative leadership of the partner universities; and the Director's ability to be accepted as a professional colleague by people in her/his field in the host country.

Directors must remain available to UC students enrolled in the programs under her/his oversight. Most of his/her interactions with them will be via the internet, which the Director must use regularly and creatively to promote students' students effective educational use of their study abroad. Specific duties include prompt submission of annual report; approving students' study lists; timely preparation of information needed to facilitate the cataloging of their courses as UC courses; developing and implementing the academic and cultural programs of the Study Center; ensuring that students are oriented to the host culture, country, and institution; advising students on academic and related matters;

reviewing student petitions; assigning final grades in consultation with the students' instructors; overseeing independent study projects or internships; assisting with procedures for embedding EAP in the UC curriculum; encouraging students to complete and submit program evaluations; and ensuring that reciprocity students are screened effectively.. Directors should provide guidance to UOEAP on ways to improve the academic quality of their programs and the educational experience of the EAP students under their charge. In some centers, the Director places EAP applicants into appropriate host institutions and programs. In a few programs the Director teaches in the host university, either voluntarily or as a provision of his/her contract. When requested by UOEAP, Directors also provide information needed to develop new programs or review ongoing programs, advise host faculty exchange scholars coming to UC, and submit information or materials needed to develop marketing or outreach materials. When requested by UOEAP, Directors will work with UOEAP to develop strategies to increase student enrollments.

#### **Directors' basic administrative duties:**

In close collaboration with the Regional Directors at UOEAP, Directors supervise study center personnel (administrative and instructional); monitor contractual commitments and, if requested by the Regional Director, assist with contractual negotiations; acquire pre-approval from UOEAP for office equipment, fixtures, and other specified expenditures; assist with student housing and IT issues and needs; and implement changes as needed in the administrative organization and financial operation of the study center. Directors assume overall responsibility for managing, accounting for, and reporting on, funds allocated to the study center, and for managing disbursements, in conjunction with the approved Study Center budget as well as UC policy. Directors uphold UC's principles of community at the Study Center. As ambassadors of the University of California, Directors provides liaison with the faculty and administration of the partner institutions, the United States Embassy, and other appropriate agencies. Directors may be asked to welcome and host visitors from UC, and outreach to alumni supporters. Directors will maintain regular contact with the Regional Director and promptly inform the Regional Director of any significant events and issues impinging on the effectiveness of the Study Center's operations and the quality of EAP's programs.

#### **The Directors' Role in Student Health, Safety and Conduct**

To ensure student health, safety and general welfare, the Director is on call 24 hours per day, seven days per week. The Director must ensure that students with mental and physical health issues and concerns are dealt with timely and effectively and counsel students on social, personal, and academic problems; and, where appropriate, direct students to appropriate parties who can help them deal with such problems. The Director is required to continuously obtain current and reliable information concerning health and safety risks in the local environment, including program-sponsored accommodations, events, excursions and other activities; provide appropriate advice and warning to participants during orientation and regularly during the program to help them understand local conditions and customs that may present health or safety risks so they can minimize personal risk and enhance their individual safety; secure appropriate medical and professional services and help participants obtain the services they need; and inform the UOEAP Regional staff in the event of health problems, injury and/or other significant health and safety concerns.

The Director may be required to mediate student complaints or concerns. The Director will stress applicable codes of conduct, the responsibility for students' personal behavior, and the consequences of non-compliance with such codes. In consultation with the Regional staff, the Directors take appropriate action when participants are in violation of student conduct codes and he Director will work with appropriate UO administrators to ensure that appropriate action is taken in cases of academic misconduct.

Although the students do not have an unlimited claim on the Director's time, a Directorship may, during complex student incidents, health or safety crises, disciplinary problems, or other emergencies, become a 24/7 responsibility. Such emergency issues are managed by Directors in close coordination and consultation with the appropriate UOEAP Regional Team and the UOEAP Health/Safety Analyst.

Directors are provided with information and policies concerning all Directorship responsibilities during the required Director's orientation conducted at UOEAP prior to the Director's departure for her or his post, and continuously throughout their tenure as new situations present themselves.

The Director's pursuit of his/her own research in the host country will facilitate professional relationships with colleagues as well as the Director's own professional advancement. However, Directors must understand that time available for research will be limited and that such research must not interfere with the Director's performance of his/her EAP duties.

## APPENDIX A:

### SELECTION OF DIRECTORS FOR EAP STUDY CENTER DIRECTORSHIPS

#### Interview and Appointment Procedures

After a preliminary screening of applications, EAP representatives will interview candidates soon after the application deadline. A campus panel will conduct the first round of interviews at the candidate's home campus. Finalists selected by a UCEAP short-list committee will receive a second interview co-chaired by the UCIE Chair and UCEAP's Executive Director.

The information contained in the applications and obtained in the interviews is made available to UCIE. UCIE reviews these materials and submits its recommendations for directorship selections to the President of the University. The Universitywide Director of EAP also submits his independent recommendations to the President. The President then issues a formal announcement letter. After the President's announcement letter is issued, the Executive Director sends a more detailed appointment agreement to the appointee that outlines the terms and conditions for the appointment, including compensation.

A. The following are essential qualifications for a Study Center Director:

1. A Study Center Director must be a tenured faculty member of the Academic Senate, a Lecturer with Security of Employment, or a Professor Emeritus. Some Adjunct Professors also may be eligible to apply.
2. A Study Center Director should have demonstrated administrative ability and experience, including the ability to manage the Study Center's allocated budget. The complexities involved in the management of a Study Center demand that the candidate be an effective administrator.
3. A Study Center Director should have a substantial interest in undergraduates and a record of working successfully with them. Highly relevant to assessing this qualification are the candidate's history as an effective teacher and academic adviser, the candidate's experience with students' larger intellectual and personal development across a broad range of undergraduate student life, and the candidate's ability to help students understand other cultures.
4. A Study Center Director should have extensive knowledge of the culture of the host country, including its academic values and the structures and cultures of its universities and faculties. This qualification demands a high level of proficiency in speaking, reading and writing the language of the host country. A significant period of prior residence within the host country is highly relevant.
5. A Study Center Director should have adequate knowledge of all campuses of the University of California, their academic programs, and their administrative structures to provide appropriate academic advising to UC students at a specific Study Center as well as to help students from the host institutions evaluate and apply to specific UC campuses under reciprocal exchange arrangements.
6. A Study Center Director should have a demonstrated record of actively promoting student participation in EAP programs, particularly in her or his own department, and of ensuring that EAP courses receive appropriate credit toward his or her departments' majors and minors.

B. The following are additional important criteria that will be used in evaluating applicants:

1. A Study Center Director should be knowledgeable about and demonstrably supportive of the academic goals, ethos and structure of the UC Education Abroad Program. EAP expects that Directors will return to their home campuses after service overseas and actively promote EAP to students, faculty colleagues, Academic Senate leaders, and senior campus administrators.
2. A Study Center Director should have a record of scholarly achievement appropriate to her/his role as an academic and administrative representative of UC to partner institutions in the host country.
3. A Study Center Director should have substantial record of teaching and/or research focused on the host country.

- C. The preceding qualifications are not likely to be present with equal strength in any candidate. Within the framework of choosing the best applicant from the entire UC system, the qualifications of the candidate will be weighed against other considerations:
1. *Ad hoc* criteria will often come into play during a search, based on the specific programmatic needs of a given Study Center at a given time. For example, a host university may request the appointment of a Study Center Director with teaching and/or research expertise in a certain discipline; or proposed or ongoing EAP program development may require specific scholarly or administrative expertise.
  2. Budgetary constraints may limit the number of upper-level professorial appointments that can be made.
  3. Former Directors are eligible to apply for directorships, and their applications will be reviewed in the same manner as for all other applications. Previous Study Center directorship experience will be balanced against the institutional benefits of offering Study Center directorships to faculty who have not previously held such positions.
  4. The appointment of an incumbent Director may, in consultation with the University Committee on International Education (UCIE), may be extended for a period not to exceed one year.
  5. Because the Study Center Director will have to advise students from all UC campuses, significant UC experience beyond the applicant's home campus (e.g., service on systemwide Academic Senate committees, working relationships with colleagues and students at other UC campuses) may prove to be a decisive advantage.

Applicants should be aware that the competition for these positions is systemwide. In many cases a search results in a pool of several highly qualified candidates, only one of whom can be appointed for a given term.