

# UNIVERSITY OF CALIFORNIA EDUCATION ABROAD PROGRAM

## FACULTY APPOINTMENT AND COMPENSATION HANDBOOK Information and Policies for Study Center Directors or Visiting Professors 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 of studying and living abroad while registered on their UC home campuses. In **2006-2007**, EAP Study Centers are in **35 countries throughout the world**, associated with over **150 host institutions** and serving more than **4,000 UC students from all UC general campuses**. In exchange, around **1200 foreign students come to UC on EAP's Reciprocity Program**.

The Universitywide Office of the EAP (UOEAP) is located in Goleta, near Santa Barbara. EAP is an academic program administered at each campus by a faculty member, the EAP Campus Director.

The University Committee on International Education (UCIE) is comprised of one representative of each Division of the Academic Senate selected by the UC Committee on Committees. This Committee advises the Academic Council, the President of the University, and UOEAP on matters concerning program policies, future developments, selection of Study Center Directors, UC accreditation of courses taken abroad, and on the establishment and promotion of effective communication between the program and the different campuses.

EAP is guided by the following objectives:

- To create components of international education that will enable UC campuses to offer undergraduate and graduate students opportunities to integrate into the academic and social life of select foreign universities while continuing to work in major fields of study or otherwise fulfilling UC requirements.
- To provide students and faculty access to distinctive and distinguished academic programs which complement those of the campuses and in which students can make normal progress toward their degrees at a cost as close as possible to that of education on a UC campus.
- To strengthen ties with partner institutions abroad by providing opportunities for their students and faculty members to come to UC.
- To improve the abilities of UC students to study and communicate effectively in a foreign language.
- To expand student knowledge and understanding of the modern world by means of an international educational experience within the life and culture of the host country and university.

The basic organizational units of EAP are the study centers abroad, which are established in cooperation with universities and other institutions of higher education in the host countries; the campus EAP offices; and UOEAP. The President of the University of California appoints Study Center Directors for a variety of periods, ranging from one quarter to two years; they represent the University of California to the host institution.

## **II. STUDY CENTER DIRECTORS**

Directors have the responsibility for the operation of the EAP Study Center, and thus must fulfill both academic and administrative functions.

Directors' basic academic duties include: submission of annual report; timely preparation of information needed to obtain UC approval of new courses; developing the academic and cultural program of the Study Center; advising students in academic and related matters; dealing with student petitions; evaluating the students' performances; assigning final grades in consultation with professors and tutors in the host institutions; and advising and screening the host university students who are interested in coming to the University of California as part of the reciprocity program. It is also a responsibility of Directors to interpret the culture of the host country to the students and to help them in adapting to the new environment. They should provide guidance to UOEAP on ways to improve the academic quality of the program and the cultural and intellectual experience of the students. In some centers, duties of the Director include some teaching in the host university.

Directors are responsible for the administration of the study center. In coordination with UOEAP, directors supervise matters related to study center personnel (administrative and instructional), contractual commitments (individual and/or institutional), acquisition and disposition of office equipment and fixtures, and implementation of significant changes in the administrative organization or financial operation of the study center. Directors assume fiduciary responsibility for managing, accounting, and reporting of funds allocated to the study center, and supervision of study center disbursements, in accordance with UC policy. Directors are provided information and policy reference concerning these matters during the New Directors' General Orientation conducted in Santa Barbara each spring. Finally, as circumstances permit, Directors may continue their research and studies on a limited basis.

## **III. VISITING PROFESSORS**

Visiting Professorships are different from Study Center Directorships. EAP offers UC faculty opportunities to serve as Visiting Professors, with some directorship responsibilities. Professors serve for two semesters.

This position involves teaching one or more courses in the areas of Global Studies, Social Sciences, and Economics, leading a weekly seminar, and study trips to Hiroshima and Kyoto. There is a limited administrative role, but the position does have responsibility for crisis management; on-site student orientation; academic advising and grading. Visiting Professors are required to submit a comprehensive report at the end of the term. This position is considered an administrative appointment and the appointment is made by the Universitywide EAP Director in coordination with the host institution.

Fluency in the language of the host country and a broad knowledge of the host country are highly desirable.

Appointments of this nature are offered at Meiji Gakuin University in Yokohama, Japan for the following term:

- April 1 through December 31, *with August off*

## **IV. STUDY CENTER DIRECTOR INTERVIEW AND APPOINTMENT PROCEDURES**

After a preliminary screening of applications, EAP representatives will interview candidates soon after the application deadline.

A UCEAP panel will conduct the first round of interviews at the candidate's home campus. Finalists will receive a second interview with the UCIE Chair and the Universitywide Director of EAP at a Northern or Southern location to be determined.

The information obtained through the applications and the interviews is made available to UCIE. UCIE reviews the materials and submits its recommendations for the directorships to the President of the University. The Universitywide Director of EAP also submits his independent recommendations to the President. The President of the University issues the formal appointment letter. After the issuance of the President's

appointment letter, the Universitywide Director of EAP issues a more detailed letter that outlines the terms and conditions for the appointment, including compensation issues.

Because several days of on-site overlap of incoming and outgoing directors are essential, the former should plan to arrive somewhat before the official start of their appointments, or the latter arrange to stay somewhat longer than the official end date.

## **V. POLICY STATEMENTS**

Appendices A and B are policy statements from UCIE, attached with the detailed information.

## **VI. FINANCIAL ARRANGEMENTS**

### **A. Compensation:**

**Each** Study Center Director or Visiting Professor remains on her/his home campus department's payroll for the duration of his/her appointment (except for emeritus appointees). Benefits are administered by each campus Human Resources and Benefits Offices.

#### **1. For Appointments with Full-Year Residency:**

Compensation is at the academic year salary, paid to appointees at their home departments, plus an increase of approximately 16% for the summer for faculty on 9-month appointments. The increase is based on the difference between current UC academic and fiscal year faculty salary tables. Faculty on 11-month appointments receive their normal academic year compensation. Fringe benefits and sabbatical leave accrual remain the same as those associated with the appointee's home department position.

#### **2. For Appointments with Part-Year Residency:**

Compensation is at the academic year salary, paid to appointees at their home departments, plus an increase of approximately 8% (of the academic year salary) per summer month up to a maximum of 16% for faculty on 9-month appointments. The increase is based on the difference between current UC academic and fiscal year faculty salary tables. Faculty on 11-month appointments receive their normal compensation prorated to the amount of time they serve as Study Center Directors or Visiting Professors.

#### **3. Compensation and other support for appointments of less than one year are comparable to annual appointments as adjusted for the actual term.**

### **B. Methods of payment are as follows:**

1. EAP will provide the home campus with the salary equivalent of an *Associate Professor Step One, nine months, regular rank*. The home department will provide instructions to EAP regarding the appropriate account to credit with replacement teaching funds.

2. For faculty appointments of one year or longer there is a summer increment in salary that EAP will reimburse to the home department if the appointee is on a 9-month UC appointment. The amount of that increment is the prorated monthly difference between the appointee's current UC academic salary and fiscal year salary.

3. Benefits are provided in accord with applicable University policies and are administered by each UC campus. Please note that vacation time is not accrued during EAP service.

### **C. The following additional support is available:**

#### **1. Housing and Post allowance is provided to all Study Center Directors.**

EAP provides a housing subsidy based on the Living Quarters Allowance from the U.S. State Department. A Post Allowance, also based on State Department rates, is provided to mitigate the costs of living abroad.

See Appendix C for a complete description of how the Housing and Post allowances are determined and allocated. With proper documentation, the same subsidy is available for appointees who intend to reside in personally owned real-estate properties (in host country) during their terms of residency abroad.

**2. Relocation and removal expenses:**

- a. EAP provides one-way **transportation** (to and from) at economy rate airfare for the appointee; this benefit will be provided only once during the appointee's term.

EAP will provide one-way **transportation** (to and from) at economy rate airfare for a spouse, and children under 18 years of age that will reside abroad for a minimum of one-quarter; this benefit will be provided only once during the appointee's term.

- b. A removal subsidy (for shipping expenses) is provided for an appointee serving one-quarter or more.

**For removal to host country:** EAP will provide a maximum of up to \$1500 for the Director, up to \$2000 for a couple, or up to \$2500 for families with minor children under 18 years of age.

**For return removal to California:** EAP will provide a maximum of up to \$2000 for the Director, up to \$2500 for a couple, or up to \$3000 for families with minor children under 18 years of age.

- c. Family removal expenses for an appointee serving for one quarter or less are ineligible for EAP support.
- d. Allowances for return transportation and removal expenses are not provided in the event the appointee does not complete the contracted term of service.

- 3. Any costs to obtain a **visa/residency permit** will be reimbursed (receipts required) by EAP. However, EAP does not process Visa applications for SC Directors. Upon request, EAP will provide SC Directors with a Certification of Employment letter from the Universitywide Director of EAP to facilitate the process, as required.

- 4. All subsidies and allowances listed above are subject to U.S. taxation.

- 5. Under exceptional circumstances, some portion of education expenses incurred for minor children, under the age of 18, residing abroad for at least one year may be reimbursed at 50% up to a maximum of \$3000 per year per child.

**D. For your consideration:**

- 1. Subject to meeting Internal Revenue Service regulations, appointees may, in some cases, be eligible to exclude some earned income (earned while abroad) in calculating their U.S. federal taxes each year. UOEAP encourages SC Directors to consult their personal tax accountant for eligibility and the US Office of the Treasury Internal Revenue Service website at: <http://www.irs.ustreas.gov/sitemap/index.html>
- 2. Because of coverage limitations, SC Directors may need to change their health insurance plans for the period of time that they are abroad. Therefore, monthly premiums, deductibles, and amounts of coverage may be different. SC Directors will need to consult with their home campus about these issues; EAP is not able to offer supplementary insurance coverage.

## **APPENDIX A:**

### **THE FUNCTION OF EAP STUDY CENTER DIRECTORS**

- A. Because the education of UC students overseas is the chief function of the EAP and the main reason for its existence, Directors should realize that their main obligation is to facilitate the education and cultural growth of the students entrusted to them. All other considerations have a lesser importance and a lower priority. In accepting a directorship, a UC faculty member assumes a moral obligation to be faithful and conscientious in promoting the best interests of the students. Although the students do not have an unlimited claim on the Director's time, a directorship may, during times of stress or emergency, become a twenty-four-hour-a-day obligation. A Director must be willing to complete his or her obligations toward the students even after the term of office has expired, if this should become necessary.
- B. The Director also represents the academic standards of the University of California. As a rule, the Director should be fluent in the language of the host country. The Director should have a sufficient reputation in his or her discipline to be accepted as a professional colleague by people in the field in the host country. The Director should become familiar with the selective strengths of the institution(s) linked to the center and advise students and channel their enrollment in classes accordingly. Prior service on important Senate committees is especially helpful.
- C. The Director's research interests in the host country will facilitate professional relationships with colleagues as well as the Director's own professional advancement. It must be recognized, however, that the appointment to a directorship is not made primarily to facilitate research, and that time available for research, especially in the larger Study Centers, will be limited.
- D. The Director is required to submit an annual Study Center report to EAP. Annual Reports are due on July 15 for regular year programs, and on January 15 for off-cycle (Southern Hemisphere) programs.

Approved by the University Committee on International Education: 1972  
Revised: 1988, 1992, 1993, 2001, 2002, 2003

## APPENDIX B:

### SELECTION OF DIRECTORS FOR OVERSEAS CENTERS OF EAP

- 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.
  2. A Study Center Director should have a substantial interest in students 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.
  3. A Study Center Director should have extensive knowledge of the culture of the host country, including its academic values and the structures 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 residence within the host country is highly relevant.
  4. A Study Center Director should have adequate knowledge of all campuses of the University of California, their academic programs, and their administrative structure in order to provide appropriate academic advising to the UC students at a specific Study Center as well as to help students from the host institutions make appropriate choices of options within the University of California.
  5. A Study Center Director should have demonstrated administrative ability or experience. The management of a Study Center generally demands that a candidate be an effective administrator.
- B. The following are additional important criteria that will be used in evaluating applicants:
1. A Study Center Director should ideally be knowledgeable about the academic goals, ethos and structure of the Education Abroad Program.
  2. A Study Center Director should ideally have resided for a substantial period within the United States and be able to demonstrate a comprehensive knowledge of American culture, including the diverse cultural experiences of immigrants, minorities and Native Americans.
  3. A Study Center Director should ideally have a substantial record of scholarly achievement.
  4. A Study Center Director should ideally have substantial research interests in the host country. (Applicants should understand, however, that at certain Study Centers, the time available for research may be limited during a directorship.)
- C. The preceding essential and ideal qualifications are not likely to be present with equal strength in any candidate. Within the framework of choosing the best available person from anywhere within the UC system, the actual qualifications of the candidate will be weighed against certain other considerations:
1. *Ad hoc* criteria may 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 EAP program development (desired or underway at the specific site) may call for a certain type of scholarly or administrative expertise.
  2. The number of above-scale appointments will necessarily be limited, lest the cost of the program become too great in terms of budgetary expense.

3. It is in the interest of the University that directors return to their home campuses after service overseas so that their advice may be available and their campuses enriched by virtue of their experiences abroad.
4. Former Directors are eligible to apply for directorships, and their applications will be reviewed in the same manner as 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.
5. The appointment of an incumbent Director may, upon recommendation of the University Committee on International Education (UCIE), be extended for a period not to exceed one year.
6. 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, relationships with colleagues and students at other UC campuses, etc.) 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.

Approved by the University Committee on International Education: 1972  
Revised: 7/80, 10/80, 10/83, 4/92, 9/93, 4/94, 2001, 2002, 2003

## APPENDIX C:

### HOUSING AND POST ALLOWANCE FOR EAP STUDY CENTER DIRECTORS

#### HOUSING ALLOWANCE METHODOLOGY

The U.S. State Department uses a variety of methods to support State Department employees working abroad, including a Living Quarters Allowance (LQA) which provides employees with an annual housing allowance. The State Department conducts regular, region-specific analyses of housing costs. Specific LQA's are produced for many cities throughout the world, including many of the locations where EAP has Study Centers. A general "Other" LQA is established that covers those cities within a country that do not have a specific city LQA calculation. LQAs received by employees are based on employee personnel classifications and the number of family members accompanying the employee. The State Department conducts regular updates of actual costs of housing so the allowance rates are current.

UOEAP uses the State Department housing cost information as its guide for all decisions regarding the UOEAP's housing allowance. UOEAP has modified the State Department's LQAs as follows:

- Regarding UOEAP's State Department personnel classifications, State Department employees can be in Living Quarter Allowance Group 1, 2, 3, or 4. State Department Career Ambassadors are in Group 1, and employees in GS 1-9 (entry level to mid-level) are in Group 4. UOEAP has decided that faculty who are serving as Study Center Directors most closely match the government classifications associated with Group 2. The State Department uses the Group 2 category for employees at a GS 14-15 level; the salary ranges for these grades are \$74,335 (GS 14, Step 1) to \$113,674 (GS 15, Step 10). Most UC faculty who are serving as Study Center Directors are within this salary range.
- Regarding UOEAP's use of the State Department's "with or without family" category, the majority of our Study Center Directors are accompanied by a spouse and/or children. Therefore, UOEAP has decided to use the "with family" category of the LQA for all Study Center Directors, regardless of actual family status.

Further information about the State Department methodology can be found at:  
<http://www.state.gov/m/a/als/1728.htm>

Further information about the actual rates for the State Department Living Quarters Allowance (LQA) can be found at: [http://www.state.gov/rates/lqa\\_all.asp](http://www.state.gov/rates/lqa_all.asp)

The rates are updated regularly so the information changes frequently.

#### HOUSING ALLOWANCE POLICY:

UOEAP will reimburse Study Center Directors for actual housing costs not to exceed 40% of the State Department Living Quarters Allowance as defined in the methodology above. Please refer to the Allowance table at the end of this document for specific Study Center Housing Allowance amounts. Documentation of actual housing costs must be provided to the UOEAP Finance Unit.

UOEAP has several locations where housing is arranged and/or subsidized as part of the agreement with the host institution. Those situations will be managed on a case by case basis in the event that questions arise about the application of the Housing and Post Allowance policy.

#### POST ALLOWANCE METHODOLOGY

The State Department also analyzes the overall cost of living in certain locations and they provide funds, called a Post Allowance, to employees living abroad. The State Department web site explains the Post Allowance as follows:

Commonly referred to as the “cost of living” allowance, this is an allowance based on a percentage of “spendable income,” i.e. money you can really put your hands on to spend on goods and services. The amount varies depending on salary level and family size. The post allowance is calculated by comparing costs for goods and services in 11 categories - including food (consumed at home or in restaurants), tobacco/alcohol, clothing, personal care items, furnishings, household goods, medical services, recreation, public transportation, vehicle-related expenses, and household help – to the cost of those same goods and services in Washington, D.C.

Our office determines a ratio between the average cost of goods and services at the post abroad to costs in Washington, D.C. We then evaluate expenditure patterns between the overseas location and Washington, D.C. to establish an overall cost index, which may be adjusted biweekly for exchange rate fluctuations. If the overall cost of goods and services at a foreign post, taking into account expenditure patterns, are at least 3% above the cost of the same goods and services in the Washington, D.C. area, we establish a post allowance.

The amount of a Post Allowance is based on the annual salary of State Department employees. UOEAP will provide a Post Allowance to Study Center Directors in addition to the housing allowance.

Most of the locations in which UOEAP has Study Center Directors have Post Allowances in the amount of 10-60% which represents the ratio of the cost of goods abroad compared to costs in Wash. D.C.. The percentage amount or ratio is applied to a salary level that provides for a specific post allowance. UOEAP will use a base salary of \$100,000 for all Study Center Directors and the table for a two person household (Table 2) regardless of actual salary or actual family size.

The Post Allowance rates by location can be found at: [http://www.state.gov/rates/col\\_all.asp](http://www.state.gov/rates/col_all.asp)

The tables that describe the Post Allowance amounts by number in household (Table 2) and salary can be found at: <http://www.state.gov/m/a/als/1736.htm>

### **POST ALLOWANCE POLICY**

UOEAP will pay 40% of the Post Allowance as delineated by the State Department and defined by the methodology above. Please refer to the Allowance table at the end of this document for specific Study Center Post Allowance amounts. This lump sum payment will be provided to the Study Center Director to use as he or she wishes. No receipts will need to be submitted to obtain the Post Allowance.

### **PAYMENT METHODS**

Both the Housing Allowance and the Post Allowance will be paid annually to the Study Center Director on a date to be determined in consultation with UOEAP’s Budget and Finance Unit. Receipts of actual costs are required for the Housing Allowance but not required for the Post Allowance. All allowances are paid through the “home” campus payroll and subject to taxes.

### **IMPLEMENTATION PLAN**

#### **A. Housing Allowance Implementation**

1. Group 2 “With Family” LQA schedules will serve as the basis for UOEAP’s housing allowance maximum regardless of the actual number of family members living abroad during a Study Center Director’s service period.
2. Total housing allowances are based on actual costs and are not to exceed forty percent (40%) of the LQA for a particular location (or the general “other” location in a particular country if a specific city is not calculated) as defined in A.1. above.

#### **B. Post Allowance Implementation**

1. UOEAP will use the State Department tables associated with a salary of \$100,000 for a two person household to determine the annual Post Allowance, regardless of the actual salary of the Study Center Director or the actual family size.
2. UOEAP will pay forty percent (40%) of the Post Allowance figure as represented on the State Department Table 2 as defined in B.1. above. <http://www.state.gov/m/a/als/1736.htm>

### C. General Implementation Information

1. UOEAP housing and post allowances will be calculated on an annual basis. At the start date of each Study Center Director's tenure (usually July 1), the LQA and the Post Allowance in effect (for the date closest to July 1) will serve as the basis for the 40% calculation. New rates will be calculated after January 1 for those Study Center Directors whose regular terms start in January,
2. At the start date for each successive year of an appointment, the published LQA and Post Allowance on the first day of the successive year's appointment will be used to calculate the successive year's EAP housing allowance. For those Study Center Directors whose appointment term is for a partial year, the total amount will be prorated according to the required length of residency.
3. UOEAP will require that a Study Center Director submit housing receipts or documents for reimbursement.
4. UOEAP Finance staff will contact the SCD to make arrangements regarding the timing of the payment each fiscal year.
5. The attached chart, entitled "2006-2007 UOEAP Table of Housing and Post Allowance," has the relevant detail for each location including the amount of the Housing Allowance and the Post Allowance. The last column shows the maximum amount that a Study Center Director may receive.
6. On an annual basis as explained above, UOEAP will review the State Department data and make adjustments according to the new LQA and Post Allowance rates in effect. As a result, all Study Center Directors need to be aware that the amounts of the housing and post allowances may go up or down depending on the most recent rates in effect July 1 and/or January 1, whichever is applicable.
7. UOEAP will not negotiate exceptions to this policy with individual Study Center Directors.

*Adopted May, 2006*

## 2006-2007 UCEAP TABLE OF HOUSING AND POST ALLOWANCES

(data as of June 25, 2006)

Country	Location	With Family		U.S. Dept. of State POST Allowance percentage	With Family		UOEAP Total Maximum Housing + POST Allowance Payment*
		U.S. Dept. of State Group 2 LOA Annual	UOEAP 40% Allowance For Housing*		U.S. Dept. of State POST Allowance Payment for Base \$100,000	UOEAP 40% Post Allowance*	
Australia	Melbourne	22,700	9,080	25	8,225	3,290	12,370
Brazil	Rio de Janeiro	35,100	14,040	10	3,290	1,316	15,356
Chile	Santiago	18,700	7,480	10	3,290	1,316	8,796
China	Beijing	13,300	5,320	15	4,935	1,974	7,294
China	Shanghai	13,300	5,320	15	4,935	1,974	7,294
Egypt	Cairo	n/a	n/a	0	0	0	0
France	Paris	79,300	31,720	60	19,740	7,896	39,616
France	Lyon	50,200	20,080	60	19,740	7,896	27,976
France	Other (Bordeaux)	13,400	5,360	50	16,450	6,580	11,940
Germany	Other (Göettingen)	33,400	13,360	25	8,225	3,290	16,650
Hungary	Budapest	32,500	13,000	15	4,935	1,974	14,974
India	Delhi	13,300	5,320	0	0	0	5,320
Italy	Rome	52,800	21,120	50	16,450	6,580	27,700
Italy	Other (Padua)	28,800	11,520	50	16,450	6,580	18,100
Japan	Tokyo City	86,500	34,600	50	16,450	6,580	41,180
Japan	Yokohama (Meiji-Gakuin)	n/a	n/a	42	13,818	5,527	5,527
Mexico	Mexico City, D.F.	37,500	15,000	0	0	0	15,000
Netherlands	Other (Utrecht)	27,600	11,040	42	13,818	5,527	16,567
Russia	Moscow	27,500	11,000	20	6,580	2,632	13,632
Spain	Madrid	35,700	14,280	30	9,870	3,948	18,228
Spain	Barcelona	19,100	7,640	35	11,515	4,606	12,246
Spain	Other (Granada)	20,600	8,240	30	9,870	3,948	12,188
Sweden	Other (Lund)	14,800	5,920	50	16,450	6,580	12,500
United Kingdom	London	71,400	28,560	60	19,740	7,896	36,456
United Kingdom	London, Bloomsbury	71,400	28,560	60	19,740	7,896	36,456
United Kingdom	Edinburgh	13,300	5,320	60	19,740	7,896	13,216
<b>Total</b>		<b>832,200</b>	<b>332,880</b>		<b>284,256</b>	<b>113,702</b>	<b>446,582</b>

\* Prorated for term of residency in-country at Study Center.