



APPENDIX N Program Faculty/Staff Responsibilities

Faculty/staff participation in a TnCIS program is a year-long commitment with multiple responsibilities and it is important to understand and acknowledge this commitment and the responsibilities. TnCIS faculty and staff are selected, in part, because of their understanding and passion for study abroad, the course, the program, and the culture of the country(ies). Faculty are expected to work with TnCIS and their Program Director during the coming months to incorporate their chosen program location into their syllabi and course descriptions. Faculty and staff must be prepared to recruit students and then be dedicated to leading those students into an understanding of their chosen program and its culture. TnCIS expects faculty to be able to adapt their teaching style to give students the widest exposure to a particular country and its culture. Staff will support the faculty and program director with this work. Students should return home knowing as much as possible about the course, the country and how that academic discipline is reflected in that foreign culture.

In addition, TnCIS program faculty/staff are responsible for the following:

1. Attend meetings called by TnCIS for the purpose of Faculty/Staff/Student Orientations. Two mandatory orientations are scheduled each year. Exact dates will be shared by email.
 - Fall semester - recruiting and planning
 - Spring semester – contract and onsite preparation along with student orientation
2. Faculty will communicate with the Program Director regarding plans for the onsite course. Staff will assist with planning when appropriate. Examples of planning activities include:
 - Arranging a tentative location and schedule for class time while on location.
 - Planning and discussion of excursions for the program as well as for individual courses. Cost information should be provided to the Director for budgeting purposes.
 - Planning and discussion of possible on location speakers/lecturers and their cost information.
3. Recruit student participants.
4. Become familiar with your home institution's policies and procedures for study abroad including screening processes, scholarship programs, financial aid, course registration and payment procedures.
5. Respond to student inquiries with accurate information regarding the application process as outlined on the TnCIS website.
6. Travel to and from program country with the students unless permission is received from TnCIS and the Program Director.
7. Assist the Program Director as needed in disciplinary, safety and well-being issues for students while on location.
8. Be knowledgeable of the crisis management plan in case of an emergency.
7. Faculty will teach and assure the academic integrity of their course.
8. Be familiar with the laws and customs of the program's host country.
9. Within three days after the program, faculty will submit all grades for students in your course to TnCIS for reporting to all institutions.
10. Faculty will submit a course report to TnCIS at the conclusion of the program.