

# Statement of Responsibility

## ASU Faculty and Staff

In consideration for being permitted to work as a Faculty Director, Support Faculty, or Program Assistant on a program (the Program) offered by the Arizona State University (ASU) Global Education Office (GEO), I agree and represent as follows:

- 1) As an ASU employee, I am responsible for fostering a safe living and learning environment on the Program that promotes a professional student-teacher relationship consistent with ASU policies.
- 2) Before undertaking my responsibilities, I will complete two online training modules: [ASU – Your Duty to Report](#) and [Intersections: Preventing Harassment and Sexual Violence](#). I will also attend an in-person [Emergency Preparedness and Response Seminar](#) prior to leading the Program.
  - If I am unable to attend the *Emergency Preparedness and Response Seminar* in person, I will make alternate arrangements with GEO to ensure that I am prepared to adhere to all ASU policies and procedures related to my participation in the Program.
- 3) I understand that the designated Faculty Director takes primary responsibility for the following:
  - Supervising all aspects of the Program.
  - Promoting the Program to prospective students and recruiting student participants, including at GEO promotional events.
  - Providing academic and support services that promote the development, learning, health, and well-being of Program participants and staff.
  - Developing the Program content and itinerary, preparing course syllabi and setting academic standards for the Program. This responsibility may be shared with, or in some cases handled entirely by, the sponsoring academic unit.
  - Completing and submitting an [Emergency Academic Continuity Plan](#), identifying one or more ASU employees to serve as a back-up for each proposed Program leader in case any of the Program leaders are unable to fulfil their responsibilities to the Program before it starts, or while in progress (due to illness or other emergencies).
  - Working with the appropriate departmental class scheduler to build all courses/classes/sections offered on the Program, monitoring student enrollment in the Program course(s) to ensure that all students are registered for the appropriate courses/credits for the term in which the Program is offered, and advising the student participants on how to make any necessary changes to their Program course registration.
  - If/when prompted by GEO, meeting privately with program participants (pre-departure) to discuss medical/health information disclosed by the student, or previous disciplinary violations disclosed by the Office of Student Rights and Responsibilities.
  - Directing the Program content and itinerary, ensuring compliance with academic standards and reflecting the diverse intellectual, gender, ethnic and cultural perspectives of the ASU student population.
  - Ensuring compliance with GEO's COVID-19 Procedural Expectations, which will be provided to the Program leaders prior to the Program start.
  - Overseeing financial details of the Program, including adherence to the Program budget developed in conjunction with GEO.
  - Ensuring that at least one (1) approved ASU faculty or staff member will remain in the Program location at all times, including on weekends and other in-Program breaks.

- Resolving disciplinary issues, and responding to emergencies in consultation with the home campus and according to ASU policies and procedures; reporting such incidents to GEO in a timely manner.
  - Submitting a detailed Program itinerary to GEO, including details of all scheduled in-Program activities, planned group transportation and all Program housing locations.
  - Ensuring that at least one (1) approved ASU faculty or staff member, or an ASU representative from a trusted service provider, will remain in the Program location beyond the Program end date should any participant be unable to leave the Program location for medical reasons (e.g., severe illness or injury, quarantine, etc.).
- 4) I understand that the Support Faculty and Program Assistants are responsible for supporting all of the functions undertaken by the Faculty Director, as appropriate.
- 5) I will be covered for the duration of the Program by a policy of comprehensive health and accident insurance that provides coverage for injuries and illnesses I may sustain or experience while abroad, and, more specifically, in the Program country and those countries in which I will be living or traveling during my involvement in the Program. GEO will provide a detailed description of this coverage to me prior to my departure.
- **NOTE:** GEO does NOT provide insurance coverage to leaders of Global Education programs within the United States. In this case, it is my responsibility to ensure that I will be covered for the duration of my presence on the Program by a policy of comprehensive health and accident insurance that provides coverage for injuries and illnesses I may sustain or experience during my involvement in the Program. I am advised to contact my insurance provider to verify what coverage it provides at the Program location(s).
- 6) I will provide GEO with multiple ways to reach me during the Program, including a local, mobile or satellite phone number that can accept calls from the U.S.
- 7) I will provide GEO with the contact details for at least one emergency contact whom GEO can reach in the case of an emergency.
- 8) I am aware that the Faculty Director is required to conduct a mandatory, in-person pre-departure orientation session with all Program participants (including Support Faculty and Program Assistants). In this mandatory session, Program leaders should:
- Inform participants of Program rules and expectations of behavior prior to departure.
  - Encourage students to visit the ASU Travel Medicine Clinic for health screenings, required or recommended vaccinations, and for questions about continuation of care while on the Program. I will not offer medical advice, or any advice about medications or vaccinations.
  - Distribute local emergency phone numbers.
  - Inform students of health, safety, legal, environmental, political, cultural, and religious conditions in the Program location(s), and potential health and safety risks. I will include tips on avoiding risk (e.g. how to carry personal items, how not to stand out).
  - Encourage participants in any international programs to register their travel with the U.S. Department of State Smart Traveler Enrollment Program ([STEP](#)).
  - Discuss preventable accidents with participants, such as traffic patterns, pub and drinking culture, drug laws, unsafe swimming, and other risks of which participants should be aware (e.g., walking alone at night, etc.).
  - Be specific about safe and unsafe behavior such as alcohol consumption, certain types of sexual behavior, and how to dress and behave to avoid unwanted attention.
- 9) I am aware that the Faculty Director is required to conduct a mandatory, in-person orientation with all Program participants (including Support Faculty and Program Assistants) once in the Program location. In this session, Program leaders will:
- Remind students to check in with their family members.
  - Discuss the current political climate, emphasizing the importance to avoid all demonstrations.
  - Review any known risks, including transportation risks, parts of the city that are forbidden for Program participants, or that students are wise to avoid.

- Review the local transportation system in-depth.
  - Remind students of the ASU 24/7 emergency contact at +1 (480) 965-3456.
  - Remind students of the CISI contact at +1 (603) 952-2660 (for international programs ONLY). Inform students of Program rules and expectations of behavior, including the consequences of violating those rules.
  - Discuss expectations and cultural norms regarding the use of alcohol.
  - Provide local emergency services number and location of nearest medical facility.
  - Distribute 24/7 contact number(s) for the Faculty Director, Support Faculty, and Program Assistant(s), as appropriate.
- Collect all mobile phone numbers of Program participants.

10) I am responsible for adhering to the Program budget, created in conjunction with GEO. On occasion, I may need to make unexpected purchases related to the delivery of the Program. I understand and acknowledge the following:

- Some unplanned expenses may not be reimbursable, per [FIN 501](#).
- If I need to deviate from the Program budget to cover unplanned but necessary expenses, I will discuss with my International Coordinator or a member of the GEO business team before making any purchases.
- In the case of an emergency, I may call the GEO emergency phone line 24 hours a day, 7 days a week.
- If I am unable to reach GEO and need to make an emergency purchase, the Faculty Director should exercise his/her best discretion to make or authorize any necessary purchases. In such a situation, I should inform GEO immediately so the International Coordinator can advise on how best to resolve the expense.
- My receipts are due to GEO within 7 calendar days of the Program end date. If it is not possible to submit my receipts within this time-frame, it is important to communicate this to my International Coordinator and GEO business team manager ahead of time.

11) Because of the unique circumstances of GEO programs and the added vulnerability of students in off-campus locations, it is imperative that I devote special attention to observance by all ASU employees, including myself, of the Code of Ethics ([ACD 204-01](#)); the policy regarding non-discrimination, non-harassment, and non-retaliation ([ACD 401](#)); the policy governing amorous relationships ([ACD 402](#)); and the policy governing individuals with disabilities ([ACD 405](#)).

**I hereby acknowledge that I have read, understand and will abide by each of the terms and conditions of this *Statement of Responsibility*.**