



Study Abroad Faculty Directors and Support Faculty/Staff Guidance Regarding Companions and Dependents

Arizona State University (ASU) provides the following guidance for ASU faculty and staff members directing or supporting study abroad programs organized or managed by the ASU Study Abroad Office (SAO) who are accompanied by companions or dependents for some or all of the study abroad program duration.

Definitions

- **Faculty Director.** An eligible faculty member* or academic professional** who travels with, and has overall responsibility for, a study abroad program organized or managed by the SAO.
- **Support Faculty.** An eligible faculty member*, academic professional**, or current doctoral student at ASU (in his/her second year or later) who has specific responsibilities working while for the program (e.g., teaching a course).
- **Support Staff.** Full-time ASU staff members working for the program in a non-teaching role who have specific responsibilities for delivering particular elements of the experience (e.g., managing student issues).
- **Dependent.** The spouse/partner/fiancé(e) and/or minor child accompanying the faculty director or support faculty/staff on the study abroad program.
- **Companion.** Any other adult accompanying the faculty director or support faculty/staff who does not have a role or responsibility in delivering the program, including children over the age of 18 years.

***Eligible faculty** include all full-time ASU employees whose *Notice of Appointment* is as lecturer, senior lecturer, principal lecturer, instructor, assistant professor, associate professor, professor, clinical assistant professor, clinical associate professor, clinical professor, assistant professor of practice, associate professor of practice, professor of practice, research assistant professor, research associate professor, or research professor.

****Eligible academic professionals** include full-time ASU employees with the classification of instructional professional and have the teaching and mentoring of students as a significant part of their job responsibilities.

Clarity of Responsibilities

As an institution ASU recognizes that it is important:

- That the SAO provide all faculty directors and support faculty/staff with a clear statement describing their role and responsibilities;
- That faculty directors and support faculty/staff disclose any concerns or impediments that might impact their ability to fulfill those roles and responsibilities, including the presence of a dependent or other companion;
- That faculty directors, support faculty/staff, and the ASU college/department/school sponsoring the program have clarity regarding matters related to the presence of an ASU faculty or staff member's dependent(s) or companion(s) on a study abroad program, including issues related to liability and personal expenses.

Special Considerations Related to Accompanying Dependents or Companions

Sometimes a faculty director or support faculty/staff member has compelling reasons for a dependent or other companion to accompany him/her on a study abroad program. ASU recognizes that it may be desirable to have family members or other companions in-country, but the advantages must be balanced against the challenges that can arise in managing a program abroad, sometimes in complex, challenging, or risky environments.

Faculty directors and support faculty/staff must remain fully aware of their responsibilities to the program, and be able to manage those responsibilities while also addressing the needs of their companions or dependents. The presence of dependents or companions should not affect a faculty director's or support faculty/staff member's ability to carry out his/her defined responsibilities.

Issues to consider relative to accompanying companions or dependents include:

Program Impact

- Consider how the presence of the dependent or companion impacts the ability of the faculty director or support faculty/staff to meet [his/her responsibilities](#).
- Consider how the presence of a dependent or companion impacts the student experience (e.g. are students unable to have open discussions because of the presence of minors?).
- Considerations that might be included when reviewing programmatic impact include: length and location of program; program content, topics and format; available accommodations; and modes of travel.

Role

- There should be clarity and transparency for all involved about the role of any companions or accompanying dependents.
- In general, such companions and dependents are not permitted to have any role in the program, do not represent ASU, and should not engage in ASU business (manage funds, instruct students, advise students, manage emergencies, etc.).
- If there is a formal role, the companion or dependent should be formally vetted and appointed as a support faculty/staff member. Per [ACD 515](#), a spouse/partner/fiancé(e) cannot serve in a non-teaching role in the program.
- Although dependents are discouraged from participating in any program activities, they may be permitted by the SAO to do so. Other companions are not permitted to participate in any program activities, utilize any transportation arranged for use by the program participants, or stay in any program accommodation arranged by the SAO.

Insurance Issues

- Insurance issues should be explored carefully in each case.
- Study Abroad Health Insurance: Any accompanying eligible dependent of an ASU faculty director or support faculty/staff member must be covered by ASU's study abroad health insurance policy (see [GeoBlue Member Guide](#)). Companions are not eligible for this coverage.

- Political and Natural Disaster Evacuation Support: Any accompanying eligible dependent of an ASU faculty director or support faculty/staff member must also be covered by ASU's political and natural disaster evacuation support service ([DRUM Cussac](#)). Companion are not eligible for this coverage.

Supervision of Minors or other Care

- The faculty director or support faculty/staff must make appropriate arrangements for child-care and supervision of minors at the program site.
- Similarly, when companions require special care, the faculty director or support faculty/staff must make these arrangements.
- Program participants should not be asked to supervise minors on a program, or provide care for companions.

Expenses

- The presence of accompanying companions or dependents should not impact the cost of the program.
- All expenses resulting from the presence of the companions or dependents are the sole responsibility of the ASU faculty director or support faculty/staff; student participants will not pay any costs associated with the presence of companions or dependents of ASU faculty directors or support faculty/staff.
- Per [FIN 501](#), when lodging is shared with an individual not in authorized university travel status (such as a spouse or friend), the amount that ASU will pay (or reimburse) cannot exceed the single room rate.
- The ASU faculty director or support faculty/staff may be required to provide additional documentation to demonstrate that the cost of housing does not exceed a comparable single room rate for the dates of the program.

Transparency

- The SAO should be fully informed and aware of accompanying dependents or companions to program leaders and support faculty/staff, and must be given sufficient time to address any issues that might be related to their presence.

Disclosure and Approval

The presence of any dependents or companions should be disclosed to the SAO (see [Study Abroad Disclosure Form](#)). The SAO will review all disclosures and will follow up with additional instructions, along with the appropriate *Waiver, Release, Assumption of Risk and Agreement to Hold Harmless* documentation.

The Office of the University Provost makes final decisions regarding faculty directors and support faculty/staff, and the SAO is responsible for assessing the impact of companions or dependents on education abroad programs. If this assessment indicates that the presence of companions or dependents is disruptive to the study abroad program, or if the SAO's service providers are unable to accommodate such guests, the SAO may ask that the companions or dependents not accompany the program, or the college/department/school sponsoring the study abroad program may elect to send different program leaders or support faculty/staff.