

Guidance Regarding Companions and Dependents of Global Education Program Leaders

Arizona State University (ASU) provides the following guidance for ASU faculty and staff members directing or supporting global education programs organized or managed by the ASU Global Education Office (GEO) who wish to be accompanied by companions or dependents for some or all of the program duration.

Definitions

- **Faculty Director.** An eligible faculty member or academic professional* who travels with, and has overall responsibility for, a program organized or managed by GEO.
- **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 while working 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).
- **Program Leaders.** The faculty director(s) and support faculty/staff members.
- **Dependent.** The spouse/partner/fiancé(e) and/or minor child of the faculty director or support faculty/staff.
- **Companion.** Any other adult who does not have a role or responsibility in delivering the program, including children over the age of 18 years.
- **Residency-based Programs.** Programs based in one single location, even if there are short excursions to other locations built in to the program.
- **Itinerant Programs.** Global education programs that travel from place to place without returning to a central program location.

[*View more details](#) regarding program leader eligibility.

Clarity of Responsibilities

As a matter of institutional responsibility, ASU and the Global Education Office believe it is prudent to emphasize the following points:

- It is GEO's goal to provide all faculty directors and support faculty/staff with a clear statement describing their roles and responsibilities with respect to programs they lead;
- Faculty directors and support faculty/staff must disclose to GEO any concerns or impediments that might impact their ability to fulfill their program roles and responsibilities, including the presence of a dependent or other companion;
- Faculty directors, support faculty/staff, and the ASU college/department/school sponsoring the program must clearly understand the implications of the presence of an ASU faculty or staff member's dependent(s) or companion(s) on a global education program, including issues related to liability and personal expenses.

Guidelines for dependents and companions

- Dependents are **not** permitted to accompany program leaders on **itinerant programs**.
- Dependents **are** permitted to accompany program leaders on **residency-based programs, with some limitations**. Specifically, accompanying dependents are prohibited from participating in any scheduled program activities (e.g., excursions, field trips, group meals, etc.) or riding in any organized program transportation. The only exception to this prohibition is arrival/departure travel to/from the airport (when dependents are permitted to ride on any group airport pick-up or drop-off transportation).
- Companions are **not** permitted to accompany program leaders on **any global education program** (itinerant or residency-based). Exceptions may be considered on a case-by-case basis for residency-based programs (e.g., to allow a caregiver for a minor child).
- Program leaders are responsible for any additional costs associated with the presence of their dependent(s) in the program location, including any pick-up or drop-off transportation to/from the airport and increased costs to house the dependents in the program leaders' accommodation.

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 global education 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 global education program, 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 must not affect a faculty director's or support faculty/staff member's ability to carry out his/her defined responsibilities.

College/Department/School Policies

- Certain colleges, departments, and/or schools at ASU may have a more restrictive policy regarding the permissibility of dependents accompanying global education program leaders.
- Program leaders who wish to have a dependent accompany them should first consult with their leadership to ensure that it is permissible under applicable policy.

Program Impact

- Consider how the presence of the dependent impacts the ability of the faculty director or support faculty/staff to meet [his/her responsibilities](#).
- Consider how the presence of a dependent impacts the student experience (e.g. are students unable to have open and/or uninterrupted 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 accompanying dependents and approved companions.
- In general, such dependents or companions 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 for the dependent to play in the delivery of the program, then the 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.
- For any dependents enrolled as student participants in the program, the program leader may not participate in any decision involving the admission of the dependent to the program or provide any direct evaluation or instruction to the dependent (per [ACD 515](#)).

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. There must be another adult on-site (not affiliated with the delivery of the program) who will be responsible for the minor child during program time.
- Program participants should not be asked to supervise minors on a program, or provide care for dependents.

Insurance Issues

- Insurance issues should be explored carefully in each case.
- Any eligible dependent accompanying an ASU faculty director or support faculty/staff member to a program location outside the United States must be covered by ASU's international insurance policy ([learn more](#)). Similarly, any eligible dependent accompanying a program within the United States must be covered by ASU's evacuation insurance policy ([see policy details](#)).
- ASU faculty/staff program leaders are solely responsible for the cost of this coverage. GEO can provide current cost details upon request.
- Companions are not eligible for any ASU insurance coverage.

Transparency

- GEO should be fully informed and made 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 must be disclosed to GEO (see [ASU Global Education Disclosure Form](#)) well in advance of the program. GEO 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 program leaders, and GEO is responsible for assessing the impact of dependents or companions on global education programs. If this assessment indicates that the presence of dependents or companions is disruptive to the program, or if GEO's service providers are unable to accommodate such guests, GEO may ask that the dependents or companions not accompany the program, or the college/department/school sponsoring the program may elect to send different program leaders.