



Emergency Academic Continuity Plan

Faculty Directed & Global Intensive Experience Programs

The Global Education Office (GEO), in conjunction with the ASU Global Education Health and Safety Committee, Risk Management Services, and the Office of General Counsel, requires that Faculty Directed and Global Intensive Experience program leaders establish an Emergency Academic Continuity Plan to allow for the successful completion of the GEO program in case the program leaders are unable to fulfil their responsibilities to the GEO program before it starts, or while in progress, due to illness or other emergencies. A completed Emergency Academic Continuity Plan is required for all Faculty Directed and Global Intensive Experience programs.

Specifically, Lead Faculty will be required to identify one or more ASU employees not already affiliated with the GEO program (i.e., faculty, staff, or qualified graduate student) to serve as a back-up for each proposed program leader in case of emergency, either before the start of the program or while the program is in session. If both program leaders are teaching ASU courses on the GEO program, the identified back-ups must have the appropriate credentials to deliver those ASU courses. If one of the program leaders is serving exclusively in a student support role, the back-up for that individual must be prepared to serve in that capacity. Please note that these individuals may need to travel on short notice and in these cases, ASU will cover the costs associated with the back-up employee's travel. [View current eligibility criteria for GEO program leaders.](#)

GEO requests that the Lead Faculty submit a completed Emergency Academic Continuity Plan by the application deadline. We recognize that in some rare cases, it may not be possible to identify ASU employees ahead of the program start date who are able and willing to serve on-site in an emergency situation. Program leaders who are unable to identify ASU employee to serve as back-ups and wish to explore these possibilities should contact the [Director of Global Education](#) or the [Associate Director of International Health, Safety & Security](#).

Program Details

Program Name: _____ Program Year: _____

Program Term:

Program Location(s): _____

Back-Up Employee Details

CURRENT Lead Faculty: _____

CURRENT Support Faculty/Program Assistant: _____

Designated back-up for Lead Faculty

CURRENT Support Faculty/Program Asst (if applicable): _____

Can serve as back-up for Lead Faculty

Designated back-up for Support Faculty

Please list all additional back-up program leaders below. In the event that any of the approved program leaders are unable to participate in the program, the individuals listed below **will travel** in their place and provide the applicable **on-site instruction and support**. *The names below should be different than the program leaders listed above.*

BACK-UP #1

Name: _____

Title: _____

College/School: _____

Role: _____

BACK-UP #2

Name: _____

Title: _____

College/School: _____

Role: _____

BACK-UP #3 (if applicable)

Name: _____

Title: _____

College/School: _____

Role: _____

BACK-UP #4 (if applicable)

Name: _____

Title: _____

College/School: _____

Role: _____

Authorizations

This *Emergency Academic Continuity Plan* has been reviewed and approved by all necessary unit and College/School levels of review. I recommend approval of these plans.

Chair/Director name (please type/print): _____

Signature: _____ Date: _____

College/School/Division Dean name (please type/print): _____

Signature: _____ Date: _____

Note: An electronic signature, an email from the dean or dean's designee, or a PDF of the signed signature page is acceptable. If a separate document, please submit all documents together by the program application deadline.