

## FACULTY RESPONSIBILITIES FOR STUDENTS ON INTERNATIONAL PROGRAM

The purpose of this report is to describe faculty and staff responsibilities for supervising one or more students who travel outside of Austin, Texas on any study, research, service or volunteer programs that have been approved or acknowledged in any way by The University of Texas at Austin (UT). There are two types of responsibilities: (a) formal required actions required under all conditions and (b) informal expectations of faculty/staff under risk conditions. These responsibilities are addressed in the two sections below.

### Required Formal Actions

Table 1 below lists faculty or staff formal responsibilities and how a faculty or staff member is expected to fulfill those responsibilities. Most required actions involve one of 3 activities: preventive actions to avoid complications; registration or processing of information or payments on websites; and completion of forms, either as a matter of record or in the event of an incident. Attachment A includes a copy of each form as a reference.

	Basis for Faculty Responsibility	Required Faculty Action
1	Clery Act	Report any potential crime (on form)
2	Title IX	Report any potential Title IX violation (on form)
3	International Office	Report any potential health/safety incident (on form)
4	UT System Travel Policy	Travel authorization (on form)
5	UT System Travel Policy to Restricted Regions	Restricted region travel request (on form)
6	UT System Travel Policy	Registration on SOS portal
7	UT System mandate	Purchase of SOS insurance
8	UT Student Code of Conduct	Report any potential violation of academic integrity (on form)
9	Student Code of Conduct	Report any potential student misconduct (on form)
10	Family Educational Rights and Privacy Act	Protect all student records from release
11	International Oversight Committee (IOC)	Submit security assessment form
12	International Office	Submit emergency response form
13	UT Department	Submit course authorization forms
14	Office of the Registrar	Submit grades
15	Clery Act	Submit fire safety inspection form
16	Texas Higher Education Coordinating Board	Document compliance with one-week, one credit rule
17	International Office	Assure each student has completed pre-departure orientation
19	International Oversight Committee (IOC)	Assure each student has completed health clearance forms
19	International Oversight Committee (IOC)	Assure each student complies with good academic standing
20	International Oversight Committee (IOC)	Assure each student has no discipline infractions on record
21	International Oversight Committee (IOC)	Participate in Faculty Health and Safety Workshop

## **1. Campus Security Authority**

Source: Federal Law - Clery Act/Violence Against Women Act

Website: <https://compliance.utexas.edu/clery>

For which programs does this responsibility apply: Any international program sending any number of students abroad.

Reporting Responsibility: A Campus Security Authority (CSA) is a person who is responsible for accurately reporting crime information to the correct people in a timely manner. A faculty member is expected to listen to an individual sharing experiences and provide them with options and resources. CSAs are not responsible for determining if a crime took place, finding and/or apprehending the alleged perpetrator, or convincing the victim to contact law enforcement. CSAs include University Police and non-police staff responsible for monitoring student and campus activities, such as: student housing, student discipline, campus judicial proceedings, resident assistants, academic advisors, faculty and other employees who travel abroad with students, and coaches. If a faculty member sends a student or accompanies students abroad, she/he has Clery Act responsibilities.

Sequence of Steps in Reporting: While abroad, call the Global Risk & Safety (GRS) Emergency Cell: 512-669-8488; online reporting option from Clery coming soon.

Forms Required for Reporting: Incident Report Form

Website for Forms: <http://world.utexas.edu/abroad/faculty/departmental/health>

UT Staff Responsible: Roxanne King (email: [roxanne.king@austin.utexas.edu](mailto:roxanne.king@austin.utexas.edu); phone: 512-471-8198).

## **2. Title IX Responsible Employee / Mandatory Reporter**

Source: Federal Law - Title IX

Website: <http://titleix.utexas.edu/faculty-staff/>

For which programs does this responsibility apply: Any international program sending any number of students abroad.

Reporting Responsibility: A Responsible Employee (RE) is an university employee who has the authority to take action to redress an alleged violation of Title IX policy and who has been designated with the duty of reporting such allegations to the University Title IX Coordinator or designee, or an employee whom an individual could reasonably believe has this authority or duty. An RE is required to promptly report incidents of prohibited conduct. Detailed information of this policy can be found in the General Information Catalog- Appendix D or the Handbook of Operating Procedures, 3-3031. If a faculty member sends student or accompanies students abroad, she/he has Title IX responsibilities.

Sequence of Steps in Reporting: While abroad, call the GRS Emergency Cell: 512-669-8488; online reporting options from Title IX available here: <http://titleix.utexas.edu/file-a-report/>  
Forms Required for Reporting: Incident Report Form

Website for Forms: <http://world.utexas.edu/abroad/faculty/departmental/health>

UT Staff Responsible: LaToya Smith (email: [latoya.hill@austin.utexas.edu](mailto:latoya.hill@austin.utexas.edu); phone: 512-232-3992).

### **3. Incident Reporting**

Source: International Office

Website: <http://world.utexas.edu/abroad/faculty/departmental/health>

For which programs does this responsibility apply: Any international program sending any number of students abroad.

Reporting Responsibility: If a faculty member sends student or accompanies students abroad, she/he has incident reporting responsibilities for informing global risk and safety (GRS) of any health and/or safety incident that occurs abroad.

Sequence of Steps in Reporting: For urgent issues while abroad, call the GRS Emergency cell: 512-669-8488; for other matters, complete incident report form and email to [emergencyabroad@austin.utexas.edu](mailto:emergencyabroad@austin.utexas.edu)

Forms Required for Reporting: Incident Report Form

Website for Forms: <http://world.utexas.edu/abroad/faculty/departmental/health>

UT Staff Responsible: Jess Miller (email: [jessmiller@austin.utexas.edu](mailto:jessmiller@austin.utexas.edu); phone: 512-471-0341).

### **4. Authorization: International Travel Request Authorization Form**

Source: Student Travel Policy for International Locations

Website: <http://world.utexas.edu/abroad/itr>; <http://world.utexas.edu/abroad/itr/authorization>;  
<http://catalog.utexas.edu/general-information/appendices/appendix-n/>

For which programs does this responsibility apply: Any international program sending any number of students abroad.

Reporting Responsibility: Faculty are responsible for completing and submitting the appropriate International Travel Region Authorization Form (ITRAF) to Global Risk and Safety (GRS) in accordance with published process and deadlines and assuring that students who seek to travel complete their

required forms. This requirement holds for any Individual student and/or programs of a length shorter than 4 weeks that are not in a Restricted Regions.

Sequence of Steps in Reporting: Complete forms and all corresponding steps; receive required signatures

Forms Required for Reporting: International Travel Request Authorization Form

Website for Forms: [http://world.utexas.edu/io/forms/abroad/ITRAF\\_Group\\_2016.pdf](http://world.utexas.edu/io/forms/abroad/ITRAF_Group_2016.pdf)

UT Staff Responsible: Jess Miller (email: [jessmiller@austin.utexas.edu](mailto:jessmiller@austin.utexas.edu); phone: 512-471-0341); Ariel Travis (email: [ariel.travis@austin.utexas.edu](mailto:ariel.travis@austin.utexas.edu); phone: 512-232-9581).

## **5. Authorization: Restricted Regions Request**

Source: UT Travel Policy to Restricted Regions; UT System Chancellor Directive Memorandum - Apr '10

Website: <http://world.utexas.edu/risk/travelpolicy>; <http://world.utexas.edu/risk/restrictedregions>

For which programs does this responsibility apply: Any international program sending any number of students abroad.

Reporting Responsibility: These forms are required for faculty, staff, and students traveling to Restricted Regions. The faculty member is responsible for completing the program/activity form as appropriate for any group traveling as a group.

Sequence of Steps in Reporting: Complete forms and all corresponding steps; receive required signatures.

Forms Required for Reporting: Restricted Regions Request

Website for Forms: <http://world.utexas.edu/risk/authorization>

UT Staff Responsible: Jess Miller (email: [jessmiller@austin.utexas.edu](mailto:jessmiller@austin.utexas.edu); phone: 512-471-0341); Lee Loden (email: [lee.loden@austin.utexas.edu](mailto:lee.loden@austin.utexas.edu); phone: 512-471-6641); and Ashley Sassani (email: [ashley.sassani@austin.utexas.edu](mailto:ashley.sassani@austin.utexas.edu); phone: 512-471-3144).

## **6. Travel Registration with International SOS**

Source: UT Travel Policy to Restricted Regions; UT System Chancellor Directive Memorandum - Apr '10

Website: <http://world.utexas.edu/risk/travelpolicy>; <http://catalog.utexas.edu/general-information/appendices/appendix-n/>

For which programs does this responsibility apply: Any international program sending any number of students abroad.

Reporting Responsibility: University-related international travel must be registered with International SOS. This occurs automatically when a student registers properly in the mySAO portal or International Travel Registry (ITR), and/or if travel is procured through Concur or Anthony Travel. If any other means are used to procure travel for faculty/staff, manual registration is required. Registration can occur by creating an account and then emailing the itinerary.

Sequence of Steps in Reporting: Register in mySAO portal or ITR.

Forms Required for Reporting: N/A

Website for Forms: N/A

UT Staff Responsible: Jess Miller (email: [jessmiller@austin.utexas.edu](mailto:jessmiller@austin.utexas.edu); phone: 512-471-0341); Ariel Travis (email: [ariel.travis@austin.utexas.edu](mailto:ariel.travis@austin.utexas.edu); phone: 512-232-9581). Other persons at the UT System level responsible include: Phil Dendy, Stacy Youngdale, and Erin Wolf.

## **7. Overseas Insurance Enrollment for Students in Group**

Source: UT System mandate

Website: <http://world.utexas.edu/abroad/health/insurance>

For which programs does this responsibility apply: Any international program sending any number of student together as a group abroad.

Reporting Responsibility: Students must be enrolled in UT Overseas Insurance coverage, which happens automatically with proper registration in the mySAO portal or ITR. The cost is \$19/week. The only exception is if a student has a passport issued by the country to which she/he is traveling.

Sequence of Steps in Reporting: Register in mySAO portal or ITR.

Forms Required for Reporting: N/A

Website for Forms: N/A

UT Staff Responsible: Jess Miller (email: [jessmiller@austin.utexas.edu](mailto:jessmiller@austin.utexas.edu); phone: 512-471-0341); Ariel Travis (email: [ariel.travis@austin.utexas.edu](mailto:ariel.travis@austin.utexas.edu); phone: 512-232-9581). Contacts at UT System level include Phil Dendy, Stacy Youngdale, and Erin Wolf.

## **8. Academic Integrity Referrals**

Source: Student Conduct and Academic Integrity; Institutional Rules; Student Code of Conduct

Website: <http://deanofstudents.utexas.edu/conduct/>

For which programs does this responsibility apply: Any international programs that sends any student abroad for a program for which the student will receive academic credit, either in the form of (a) hours of credit, or (b) activity that fulfills any academic requirement, even without hours of credit.

Reporting Responsibility: Responsible employees must report instances of academic integrity violations.

Sequence of Steps in Reporting: While abroad, call the GRS Emergency Cell at 512-669-8488 or email [emergencyabroad@austin.utexas.edu](mailto:emergencyabroad@austin.utexas.edu); online reporting available here: <http://deanofstudents.utexas.edu/conduct/reportanincident.php>

Forms Required for Reporting: Misconduct Resolution Process; Incident Report Form

Website for Forms: <http://world.utexas.edu/io/forms/abroad/misconduct.pdf>

UT Staff Responsible: Andel Fils-Aime (email: [andel.fils-aime@austin.utexas.edu](mailto:andel.fils-aime@austin.utexas.edu); phone: 512-471-2841).

## **9. Misconduct Reporting**

Source: Student Conduct and Academic Integrity; Institutional Rules; Student Code of Conduct

Website: <http://deanofstudents.utexas.edu/conduct>;  
<http://world.utexas.edu/abroad/faculty/departmental/health>

For which programs does this responsibility apply: Any international program that sends any number of students abroad.

Reporting Responsibility: Responsible employees must report issues of student misconduct. To assist with this responsibility, a Misconduct Resolution Process has been developed outlining expectations for investigating allegations and then providing verbal warnings, written warnings, and program dismissals as warranted.

Sequence of Steps in Reporting: While abroad, call the GRS Emergency Cell at 512-669-8488 or email [emergencyabroad@austin.utexas.edu](mailto:emergencyabroad@austin.utexas.edu); online reporting available here: <http://deanofstudents.utexas.edu/conduct/reportanincident.php>

Forms Required for Reporting: Misconduct Resolution Process; Incident Report Form

Website for Forms: <http://world.utexas.edu/io/forms/abroad/misconduct.pdf>

UT Staff Responsible: Andel Fils-Aime (email: [andel.fils-aime@austin.utexas.edu](mailto:andel.fils-aime@austin.utexas.edu); phone: 512-471-2841).

## **10. FERPA Compliance**

Source: Federal Law - Family Educational Rights and Privacy Act of 1974

Website: <https://registrar.utexas.edu/students/records/ferpa>; [www.ed.gov/policy/gen/guid/fpco](http://www.ed.gov/policy/gen/guid/fpco)

For which programs does this responsibility apply: Any international program that sends any number of students abroad.

Reporting Responsibility: FERPA, the Family Educational Rights and Privacy Act of 1974, is a federal law that pertains to the release of and access to educational records. The law, also known as the Buckley Amendment, applies to all schools that receive funds under an applicable program of the US Department of Education. Go to [www.ed.gov/policy/gen/guid/fpco](http://www.ed.gov/policy/gen/guid/fpco) to learn more.

Sequence of Steps in Reporting: Do not release any personal information about students that is not directory information.

Forms Required for Reporting: N/A

Website for Forms: N/A

UT Staff Responsible: Registrar's Office: website: (<http://registrar.utexas.edu/about/contact>); Jason Rodriguez (email: phone: 512-475-7575).

### **11. Authorization: Safety & Security Assessment**

Source: International Oversight Committee (IOC)

Website:

<http://world.utexas.edu/io/forms/abroad/International%20Oversight%20Committee%20Memorandum.pdf>

For which programs does this responsibility apply: Any international programs that sends more than one student abroad for a period of 4 weeks or more to a location which is not a restricted region.

Reporting Responsibility: Programs 4 weeks or greater in duration that are not in Restricted Regions: responsible for completing and submitting the Safety & Security Assessment form to GRS in accordance with the published process and deadlines.

Sequence of Steps in Reporting: Complete forms and all corresponding steps; receive required signatures.

Forms Required for Reporting: Study Abroad Safety & Security Program Assessment

Website for Forms: <http://world.utexas.edu/abroad/faculty/sapssa>

UT Staff Responsible: Jess Miller (email: [jessmiller@austin.utexas.edu](mailto:jessmiller@austin.utexas.edu); phone: 512-471-0341); Ariel Travis (email: [ariel.travis@austin.utexas.edu](mailto:ariel.travis@austin.utexas.edu); phone: 512-232-9581).

### **12. Emergency Response Plan**

Source: International Office

Website: <http://world.utexas.edu/abroad/faculty/departmental>

For which programs does this responsibility apply: Any international programs that sends more than one student abroad.

Reporting Responsibility: 30 days prior to departure, faculty or staff organizing trips abroad must submit an Emergency Response Plan (ERP) in the provided format listing in country contact information and itinerary. The form also lists the critical contact information for UT office.

Sequence of Steps in Reporting: Complete template ERP, send to GRS, then print a copy to carry overseas.

Forms Required for Reporting: ERP

Website for Forms: <http://world.utexas.edu/abroad/faculty/departmental>

UT Staff Responsible: Jess Miller (email: [jessmiller@austin.utexas.edu](mailto:jessmiller@austin.utexas.edu); telephone: 512-471-0341).

### **13. Course Instructor**

Source: Department

Website: Respective departmental websites

For which programs does this responsibility apply: Any international programs that sends any number of students abroad in a program for which academic credit is to be awarded and there is to be an instructor of record.

Reporting Responsibility: Faculty leaders are responsible for ensuring that the course has been approved by the department and college.

Sequence of Steps in Reporting: N/A

Forms Required for Reporting: N/A

Website for Forms: <http://catalog.utexas.edu/general-information/academic-policies-and-procedures/class-syllabi/>

UT Staff Responsible: Individual faculty leaders; Office of the Registrar website (<http://registrar.utexas.edu/about/us/op/production/inventory>); contacts include: Vasanth Srinivasa (email: [certification@austin.utexas.edu](mailto:certification@austin.utexas.edu); phone: 512-475-7575); Priscilla White, (email: [course.shcedule@austin.utexas.edu](mailto:course.shcedule@austin.utexas.edu) ; phone: 512-475-7604); Priscilla White (email: [scheduling@austin.utexas.edu](mailto:scheduling@austin.utexas.edu) ; phone: 512-475-7600).

### **14. Grade Reporting**

Source: Office of the Registrar



Website: <https://registrar.utexas.edu/staff/grades>

For which programs does this responsibility apply: Any international program sending any number of students abroad in a course for which a grade is to be awarded.

Reporting Responsibility: Faculty leaders are responsible for ensuring that grades are submitted online or using the alternative paper form in compliance with the Office of the Registrar procedures and timelines.

Sequence of Steps in Reporting: Course grades are sent to the registrar through the online grade submission system, and are due by 10am on their due date.

Forms Required for Reporting: Grade Sheet

Website for Forms: <https://registrar.utexas.edu/staff/grades>

UT Staff Responsible: Office of the Registrar; Derreck Pressley (email: [studentacademicrecords@austin.utexas.edu](mailto:studentacademicrecords@austin.utexas.edu) ; phone: 512 475-7644).

## **15. Fire Safety Inspection**

Source: Clery Act

Website: <https://compliance.utexas.edu/c>

For which programs does this responsibility apply: Any international program sending any number of students abroad for a program of 4 weeks in length or longer.

Reporting Responsibility: Faculty leaders of programs 4 weeks or greater in duration must complete a Foreign Fire Safety Inspection Form.

Sequence of Steps in Reporting: Complete form and email to [travelabroad@austin.utexas.edu](mailto:travelabroad@austin.utexas.edu)

Forms Required for Reporting: Foreign Fire Safety Inspection Form

Website for Forms:

<http://world.utexas.edu/io/forms/abroad/Foreign%20Fire%20Safety%20Inspection%20Form%20update.pdf>

UT Staff Responsible: Roxanne King (email: [roxanne.king@austin.utexas.edu](mailto:roxanne.king@austin.utexas.edu); phone: 512-471-8198).

## **16. Compliance with Rules Governing Course Length and Credit**

Source: Texas Higher Education Coordinating Board (THECB), Chapter 4, para 4.5-4.6

Website: <http://www.thecb.state.tx.us/>

For which programs does this responsibility apply: Any international program sending any number of students abroad in a program for which credit is to be earned.

Reporting Responsibility: Faculty leaders must comply with THECB's one credit, one-week rule.

Sequence of Steps in Reporting: Validated that no more than one credit may be earned for one week of instruction.

Forms Required for Reporting: N/A

Website for Forms: N/A

UT Staff Responsible: Derreck Pressley (email: [studentacademicrecords@austin.utexas.edu](mailto:studentacademicrecords@austin.utexas.edu) ; phone: 512 475-7644).

### **17. Student Health & Safety Pre-Departure Orientation**

Source: International Office

Website: N/A

For which programs does this responsibility apply: Any international program sending any number of students abroad.

Reporting Responsibility: GRS has developed standardized health and safety pre-departure materials, which can be delivered in person or electronically to groups going abroad.

Sequence of Steps in Reporting: No reporting required, but session should be given before students depart.

Forms Required for Reporting: N/A

Website for Forms: N/A

UT Staff Responsible: Jess Miller (email: [jessmiller@austin.utexas.edu](mailto:jessmiller@austin.utexas.edu); phone: 512-471-0341); Ariel Travis (email: [ariel.travis@austin.utexas.edu](mailto:ariel.travis@austin.utexas.edu); phone: 512-232-9581).

### **18. Health Clearance**

Source: International Oversight Committee (IOC)

Website:

<http://world.utexas.edu/io/forms/abroad/International%20Oversight%20Committee%20Memorandum.pdf>

For which programs does this responsibility apply: Any international program sending any number of students abroad on a program of a length of 4 weeks or more.

Reporting Responsibility: Students going on programs 4 weeks or greater in duration must obtain a health clearance signed by a medical professional.

Sequence of Steps in Reporting: Student must go to a medical professional to have the form signed, then it must be securely transmitted to the International Office and then is checked off as completed in the mySAO portal.

Forms Required for Reporting: Health Clearance Form

Website for Forms: <http://world.utexas.edu/abroad/students/accepted/hcinstructions>

UT Staff Responsible: Jess Miller (email: [jessmiller@austin.utexas.edu](mailto:jessmiller@austin.utexas.edu); phone:512-471-0341); Ariel Travis (email: [ariel.travis@austin.utexas.edu](mailto:ariel.travis@austin.utexas.edu); phone: 512-232-9581).

## **19. Good Academic Standing Validation**

Source: International Oversight Committee (IOC)

Website:

<http://world.utexas.edu/io/forms/abroad/International%20Oversight%20Committee%20Memorandum.pdf>

For which programs does this responsibility apply: Any international program sending any number of students abroad.

Reporting Responsibility: Faculty leaders bringing students abroad must have validated that they are in good academic standing, which means they must have at least a 2.0 GPA for undergraduate students or 3.0 GPA for graduate students.

Sequence of Steps in Reporting: Validate GPA before accepting students into programs.

Forms Required for Reporting: N/A

Website for Forms: N/A

UT Staff Responsible: The individual faculty leader responsible for the program or the person who approves the student to travel abroad.

## **20. Disciplinary Clearance**

Source: International Oversight Committee (IOC)

Website:

<http://world.utexas.edu/io/forms/abroad/International%20Oversight%20Committee%20Memorandum.pdf>

For which programs does this responsibility apply: Any international program sending any number of students abroad on a program of 4 weeks or longer duration.

Reporting Responsibility: Students going on programs 4 weeks or greater in duration must have their complete student records reviewed by the Office of the Dean of Students to evaluate any documented disciplinary infractions.

Sequence of Steps in Reporting: The Office of the Dean of Students reviews records, in consultation with GRS. Documented disciplinary infractions can result in students being ineligible to participate in programs.

Forms Required for Reporting: N/A

Website for Forms: N/A

UT Staff Responsible: Jess Miller (email: [jessmiller@austin.utexas.edu](mailto:jessmiller@austin.utexas.edu); phone: 512-471-0341); Ariel Travis (email: [ariel.travis@austin.utexas.edu](mailto:ariel.travis@austin.utexas.edu); phone: 512-232-9581); Andel Fils-Aime (email: [andel.fils-aime@austin.utexas.edu](mailto:andel.fils-aime@austin.utexas.edu); phone: 512-471-2841); and Kia Hill (email: [kia.rangel@austin.utexas.edu](mailto:kia.rangel@austin.utexas.edu), phone: 512-471-2841).

## **21. Faculty Health and Safety Workshop**

Source: International Oversight Committee (IOC)

Website: <https://world.utexas.edu/risk/travelpolicy/healthandsafety>

For which programs does this responsibility apply: Any international program sending any number of students abroad.

Reporting Responsibility: Faculty members leading students abroad are required to annually attend the Faculty Health & Safety Workshop.

Sequence of Steps in Reporting: Attend workshop at least once annually. Deans may be notified in the event of non-compliance.

Forms Required for Reporting: N/A

Website for Forms: Materials may be accessed at the following Box link:  
<https://utexas.box.com/s/3ua28wo1q2nz0zt2pdpb2gxo8it0j73f>

UT Staff Responsible: Jess Miller (email: [jessmiller@austin.utexas.edu](mailto:jessmiller@austin.utexas.edu); phone: 512-471-0341); Ariel Travis (email: [ariel.travis@austin.utexas.edu](mailto:ariel.travis@austin.utexas.edu); phone: 512-232-9581).

### **Expected Faculty Responses to a Risk or Crisis**

No draft text has been developed yet as to faculty responsibilities under conditions of risk or crisis.