

**Guidelines for Wake Forest University Faculty/Staff Leaders
Taking Faculty/Staff Participants Overseas**

Revised March 2017

This Form is Required IF:

- **You are leading a group of Wake Forest Faculty/Staff on an international trip**

Group Leader Name _____ **Today's Date** _____

Program Name _____ **Program Dates** _____

The following guidelines are designed to assist in the management of overseas travel programs. They represent Wake Forest University's expectations of those who lead these group programs. They also offer procedures to be followed in the event of unexpected situations that may occur while outside the United States.

1. The Wake Forest University Center for Global Programs & Studies (GPS) serves as the principal resource for overseas programming at Wake Forest. Faculty/Staff leaders who are developing or conducting overseas programs are encouraged to draw on that office for assistance.
2. Faculty/Staff leaders are responsible for submitting and completing all required university forms prior to departure. Current forms are available through GPS. If substantial changes to the submitted itinerary should prove necessary, the leader(s) must notify the GPS. The GPS remains open throughout the summer and may be reached by phone, fax, or e-mail. Contact information is included at the end of this document.
3. Faculty/Staff leaders must provide participants with any pertinent information relevant to the countries to be visited. Leaders also must comply with the orientation/security requirements established by the WFU police and the GPS.
4. Faculty/Staff leaders are responsible for providing reasonable assistance to participants throughout the duration of the program. Leaders should have an awareness of how to access health services at major destinations in the program. If illness or emergency makes it impossible for a director to perform his or her duties, the GPS should be notified immediately and a system must be in place that transfers authority to a responsible person. ***A prospective plan for the transfer of authority from the leader to another appropriate person must be made before departure and provided to the GPS for approval.*** This may necessitate providing the name and contact information for a temporary leader located in-country. The temporary director should have the following qualifications: knowledge of the country including health, lodging and transportation facilities, preferably speak the language of the country, not be a family member of the leader, not be a student and preferably have some experience working with students. Before the overseas program begins, the relevant department/school should also designate someone from WFU who, in an emergency, will travel to the country and take over the responsibility of the program. The Faculty/Staff leaders are responsible for ensuring that the relevant department/school has provided the GPS with information about the WFU designee prior to departure.

I will transfer authority to:

Name: _____

Daytime Phone #: _____ **Evening/Cell Phone #:** _____

Address: _____

Fax # (if available): _____ **Email:** _____

Additional Name and Contact Information for in-country contact who may be able to provide assistance in case of an emergency (if available):

Name: _____

Daytime Phone #: _____ **Evening/Cell Phone #:** _____

Address: _____

Fax # (if available): _____ **Email:** _____

5. The Faculty/Staff leader(s) must immediately notify the GPS and the appropriate Dean if:
 - A student enrolls for a program but does not arrive within three days of the program start date.
 - A student arrives for a program but fails to attend.
 - A student departs the program for any reason (ex. medical, family emergency, personal).In each case, the GPS and/or appropriate Dean will notify appropriate persons as determined under the circumstances such as the Registrar, FAS, etc.
6. The University expects participants to act as responsible, mature adults throughout the tour and this should be communicated to them by the Faculty/Staff leader. Therefore, certain types of inappropriate or unacceptable behavior may result in dismissal from the group and require that a student return home. A faculty/staff leader considering the extreme step of dismissing a participant from an overseas program must notify the GPS or the Dean's Office. Such a dismissal should be carefully considered and consultation with the GPS prior to dismissal is strongly encouraged.
7. Faculty/Staff leaders should remind students that they are bound to the Wake Forest Honor Code throughout the trip, and that directors are university officials whose directions in that capacity must be followed. The Judicial System of Wake Forest College investigates and adjudicates complaints brought by faculty leaders, or indeed, any member of the group against a student. When such a problem occurs, Leaders should contact the Office of the Dean of Student Services.
8. Faculty/Staff leaders may encounter in-country difficulties including civil unrest or even war. The best procedure in such cases is to contact the nearest US Embassy or Consulate immediately for advice and instructions. Leaders must obtain the contact information for embassies or consulates prior to departure. In the event of difficulties, faculty/staff leaders must also notify the GPS and/or the WFU Police Department as soon as safety and health priorities permit. Faculty/staff leader should also have a copy of and be familiar with the Emergency Response Plan for their trip destination, if one is available. Copies of such plans can be obtained from the WFU Police Department.
9. Your signature below verifies that you have read and understand these guidelines.

Leader's Signature

Wake Forest University Contacts:

24 hour emergency number (call collect) at WFU Police Department 336-758-5591

Center for Global Programs & Studies:

Tel: 336.758.5938; Fax: 336.758.4809; e-mail: taylordf@wfu.edu

Dean of the College:

Tel: 336.758.5311; Fax: 336.758.4346; email: griggisd@wfu.edu

School of Business Dean's Office:

Tel: 336.758.4579; Fax: 336.758.5027; e-mail: jacovou@wfu.edu

Graduate School Dean's Office:

Tel: 336.758.5301; Fax: 336.758.4230; email: deheckds@wfu.edu

Law School Dean's Office:

Tel: 336.758.5435; Fax: 336.758.4632; email: hineskj@wfu.edu

Divinity School Dean's Office:

Tel: 336.758.2596, Cell: 336.671.7641, email: rossdd@wfu.edu

Office of the Dean of Students:

Tel: 336.758.5226; Fax: 336.758.4883; email: deanofstudents@wfu.edu

Campus Ministry:

Tel: 336.758.5248; email: mcgill@wfu.edu