**Spring or Summer 2023 Short Term Study Abroad Appointments**

INSTRUCTIONS: Please fill out this form completely. For departments/units who select to have two Faculty Leaders on one program, be aware that the department/unit will have to compensate each Faculty Leader. No amendments to the terms provided herein will be accepted.

**Study Abroad Program:**

**Study Abroad Semester and Dates:**

**Study Abroad Faculty Leader:**

**Additional Study Abroad Faculty Leader (if applicable):**

**PART 1: To be Completed by the Faculty Leader:**

I accept the appointment to lead a Study Abroad program and will attend the required orientation provided by UCF Abroad prior to my departure. I understand that if I do not attend the required orientation, that I will be not be authorized to lead this Study Abroad experience. I further understand that I am expected to learn and follow all of the policies and procedures associated with leading a Study Abroad program, including not only the instructional and operational aspects of the program, but those associated with the health, safety and well-being of the students participating in this Study Abroad experience. I understand that should I have questions or concerns either before I depart, or once I am on my Study Abroad experience, that I should contact UCF Abroad without delay. I also acknowledge that I will contact UCF Abroad **immediately** if there is an emergency affecting the health or well-being of a student(s) while on a Study Abroad experience. Finally, I acknowledge that I am representing the University of Central Florida and will conduct myself accordingly with the upmost of professionalism.

**Program Expenses**: Study Abroad travel and approved expenses will be reimbursed as listed on the UCF Abroad Budget Sheet. The minimum number of students traveling abroad must be met by the commitment deadline, as noted on the UCF Abroad website.

**Faculty Leader Commitment:** As stated on the Budget Sheet,Financial commitments are made by UCF Abroad quickly after a program reaches the minimum number of students. Once this number is reached, and the program is announced as a “go,” UCF Abroad considers the Faculty Leader committed to leading the program as advertised. This minimum number may differ from the minimum number of students as listed in Section 2(a). A revised appointments form is required if the minimum number is not met.

**Salary Compensation**: I understand and accept the terms of compensation noted by a check mark in Section 2(b). I further indicate that if I am opting out of receiving compensation as noted in 2(b) (iv), that I am doing so willingly and without any pressure or coercion from others. Please note that the viability of a study abroad program being successfully offered will be determined during a term in the future, after the program's student committal deadlines, at which point an assessment can be made to determine if the minimum number of students has been recruited.

 **Minimum Number of Students**: minimum number of students in Section 2(a) is based on the total number

 of student credit hours to be generated as determined by the College for compensation.

Signature of Faculty Leader Date

Signature of Additional Faculty Leader Date

**PART 2: To be Completed by the Department Chair**

a. The College/Unit has determined the minimum number of student participants in conjunction with the number of courses to be taught in this study abroad program as this serves as the basis for compensation. The minimum number for the above program is set at \_\_\_students.

b. The following checked term applies to the Faculty Leader of the Study Abroad Program,

***provided the minimum number in 2(a) is met, and the faculty member is not a 12-month employee\*:***

i. The Faculty Leader named above will deliver the course content and

will receive a supplemental summer appointment for one course, in accordance with the dictates of Article 8 of the Collective Bargaining Agreement.

**OR:**

ii. Instructor(s) in the host country will deliver the content of the study abroad courses(s) during the summer term; therefore, Faculty Leader will serve as the Instructor of Record and will receive a stipend, which will not exceed $1,500. Please note; study abroad courses delivered during the spring term will be considered in load and no stipend can be awarded.

**OR:**

iii. The Faculty Leader will teach a combined number of courses to meet the minimum required to receive a supplemental summer appointment for the number of courses the student enrollment would allow, given the minimum.

**OR:**

iv. The Faculty Leader chooses to opt out of receiving any compensation other than travel and pre-determined expense reimbursement if minimum is not met or the number of students is limited by the nature and/or location of the program.

**OR:**

v. The Faculty Leader is teaching a credit bearing course in the fall or spring semester, and the study abroad program is part of his/her fall or spring semester in-load course assignment.

Signature of Department Chair Date: \_\_\_

Signature of Dean Date:

\*Note: 12-month faculty are not eligible for additional salary compensation identified in any of the items under 2(b) above. They may be eligible for their related travel, and pre-approved expenses to be covered if the program meets the minimum numbers by the application deadline.