University of Hawaiʻi at Mānoa Study Abroad Center

UHM Summer Faculty Resident Directorship Application Information

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The University of Hawai‘i at Mānoa Study Abroad Center is seeking applications from faculty to mentor students on various UHM Summer Study Abroad Programs.

While on a Study Abroad Program, the appointed faculty is also expected to pursue professional development plans.

A. Eligibility/Requirements
All Mānoa faculty members in Bargaining Unit 7 are eligible to apply [from Rank 3 to Rank 5 or permanent Instructors (2)] \(^{(9/09)}\). Faculty members who are on leave during the semester preceding the study abroad resident directorship are **NOT** eligible to apply. Resident directors are appointed from UH-Mānoa, as the UHM Study Abroad Center is a UH-Mānoa program.

Experiential Learning Plan
Applicants of Study Abroad Programs that do not require teaching must monitor students' academic progress in various ways that are proposed by the applicants themselves. Non-teaching faculty members are also expected to provide experiential learning activities for the students so that students are engaged as well as interacting with the faculty \(^{(9/10/08)}\). Knowledge of the target language—although helpful—is not a requirement for the application.

A few programs offered through the Center are degree-specific, and thus are closed to the appropriate college(s) or department(s). Such programs are offered under the sponsorship of the UHM Study Abroad Center for external audit and monitoring purposes; oversight; risk/liability management and assessment; and for UHM credit registration.

Recruitment Plan
While the Study Abroad Center conducts year-round recruitment, it is expected that the appointed faculty Resident Director recruit students for the program as part of his/her pre-departure responsibilities. The appointed faculty can facilitate cross-cultural learning best when he/she is able to share recruiting and pre-departure orientations with the students before they leave. Thus the applicant is required to propose a student recruitment plan as part of his/her application. Faculty members are encouraged to publicize the program beyond UH-Mānoa (e.g., Mainland Universities). It should be noted that students who attend summer study abroad programs are academically broad-based and do not come from a specific discipline. Students are not required to have a language pre-requisite to participate in some of the programs as courses are also taught in English. Participants’ class standings range from sophomores to seniors and are from UH-Mānoa, Mainland Universities, Chaminade University of Honolulu, and the UH System campuses.

Those students who wish to complete their second-year foreign language or other general education requirements are able to do so in four, six, or nine weeks in the summer. In addition, all students will have the opportunity to learn about a new culture in an immersion setting.
Program Resident Director Appointment and Pre-departure Responsibilities
The Council on Study Abroad will select the resident director for a specific study abroad program. The applicant will be notified within a month of the application deadline.

The UHM Study Abroad Center administers and implements the program in its entirety. These include developing program costs, student applications, travel arrangements, liability forms, insurance, registration, pre-departure orientation, resident director remuneration and travel. As part of the appointed resident director’s pre-departure responsibilities, the faculty is expected to recruit students for the program together with the Study Abroad Center, attend the pre-departure cross-cultural training sessions for the students and participate in the resident director training.

Appointment period
The appointment period is for one summer term only. Program lengths range from four, six, to nine weeks. Programs commence immediately after the conclusion of the Spring semester at UHM and do not follow the dates of the UHM semester/summer sessions.

B. Program Resident Director remuneration and fringe benefits
Summer resident directors do not receive summer overload remuneration. Resident directors are, however, compensated for the total number of days, beginning the first day of the program on-site and ending on the last day of the program overseas. The per day allowance is based on the total revenue generated for the specific program (9/10/08). The allowance covers the Resident Director’s lodging, meals, related living expenses, and related excursions.

Resident directors are also compensated for the cost of the cheapest and most direct round-trip airfares (Honolulu - program site - Honolulu). Airfares are based upon the purchased/ticketed fares paid by students in the program and not on the early published airfares by the Study Abroad Center. Should the student airfare have an age limit, the Study Abroad Center will pay for the cheapest round-trip airfare, based on three written bids in accordance with the current UHM fiscal policies.

Some programs offer accommodations for the resident director as part of the appointment. These are usually in programs whereby the faculty teaches at least one course. Should a program offer free accommodations to the faculty without teaching responsibilities, the cost of housing will be deducted from the faculty member’s total remuneration.

Minimum number of student participants in the program
The University of Hawai‘i at Mānoa Study Abroad Center is a self-sustaining unit. The Center must be financially solvent. Thus, in order to meet the Center’s overhead costs, as well as faculty remuneration, ideally there should be at least 20 participants in the program. However, should there be fewer than 20 students in the program, the faculty resident director has the “first right of refusal” based on the total remuneration package the Center has to offer.
Resident Director remuneration
Summer resident directors do not receive summer overload remuneration. All Resident directors are, however, compensated for the total number of days beginning the first day of the program on-site and ending on the last day of the program overseas. The per day compensation is considered a daily living allowance and not UH per diem. The living allowance covers Resident Director’s lodging, meals, related living expenses, and the cost of program related excursions.

It should be noted however, that the total living allowance and airfare shall not exceed the total study abroad fee collected for the program. Therefore, should the total compensation package offered by the Study Abroad Center fall below the faculty’s expenses, the Faculty Resident Director has the first right of refusal.

Accommodations
The host institution will arrange accommodations for all the faculty Resident Directors. Faculty members are expected to contribute toward the cost of the apartment.

Airfare
SAC will pay a round-trip airfare for each faculty appointed for each summer study abroad program. The airfare will be based upon the purchased and not the published fare for the Hawai‘i students attending the program. Should the student airfare have an age limit, the Study Abroad Center will pay for/purchase the cheapest round trip airfare based on three written bids in accordance to current UHM fiscal policies.
Faculty visa/travel documents/logistics
The Center will provide all necessary information needed to process the country entry visa for the faculty, such as letters guaranteeing financial documentation and other necessary travel documents, including the University “travel request” forms. China is the only country that requires an entry visa for U.S. passport holders.

Advertising
The summer study abroad programs are publicized year-round. Once a Resident Director has been identified for a program, the Study Abroad Advisor responsible for the program and the faculty member will work together on appropriate methods of publicity. Student recruitment for the program is dependent upon the faculty providing access to the classrooms and other methods of information dissemination. Non-UH Mānoa students are also eligible to apply.

An extensive “Faculty Resident Director’s Handbook: Summer Programs” will be provided upon the Resident Director appointment and prior to departure. For immediate reference, it is available at the UHM Study Abroad Center. Please contact Sarita Rai (sarita@hawaii.edu) with any questions.
UHM STUDY ABROAD CENTER INFORMATION

Established in 1987 as a self-sustaining unit, the UHM Study Abroad Center (SAC) plays a variety of roles in creating, administering, and evaluating academic Study Abroad Programs for the University of Hawai‘i at Mānoa. The Center specializes in overseas academic program delivery, student health, safety, security, risk assessment and management through a variety of means, including on-site inspections, and program evaluations. As part of the Center’s standard of care, it provides training to faculty resident directors in health, safety, risk and liability. It also provides extensive orientations for SAC students, with a strong focus on issues of health, safety and cultural sensitivity. The Center’s activities are based in the principles of best practices in international education suggested by NAFSA: An Organization of International Educators and the policies and practices on Study Abroad prescribed by the WASC Handbook of Accreditation / 2001.

SAC provides opportunities for qualified students to study, and for faculty members to teach and pursue professional development in other countries. Accordingly, the Center’s mission states that:

Students in Study Abroad Programs shall acquire knowledge through academic work in other countries and develop cross-cultural understanding through cultural immersion. Faculty in Study Abroad Programs shall have similar enrichment.

(SAC By-laws, Programs and Council on Study Abroad Charges)

Council on Study Abroad
The Center Director works with the Council on Study Abroad, the policy-making body of the Study Abroad Center. Members of the Council are comprised of faculty who are appointed by the Mānoa Faculty Senate Executive Committee to serve on the Council. The Council employs its considerable knowledge and experience to provide oversight, assessment of academic soundness, and evaluation of pedagogical achievements and ensures the Mission of SAC is achieved. The Council also approves study abroad programs, as well as faculty appointments. In addition, the Council is the Curriculum Committee of the UHM Study Abroad Center that reviews and gives final approval to the academic content of the program.

Established summer study abroad program
An established summer study abroad program is one that has been reviewed by the appropriate departments, curriculum committees, colleges, and approved/accepted by the Council on Study Abroad prior to June 30, 1993 in its entirety (academic objectives, curriculum, cultural activities, and location). On July 1, 1993, the UHM Study Abroad Center was transferred to the Office of the Senior Vice President and Executive Vice Chancellor, presently the Office of the Chancellor for Mānoa. Thus, from the aforementioned date forward, the Council on Study Abroad approves new programs and faculty appointments offered under the aegis of the UHM Study Abroad Center.

Such programs are administered, implemented, and periodically evaluated by the Study Abroad Center. Administration includes, but is not limited to, developing program costs, fiscal/financial management and oversight, negotiating with the host institutions on all
aspects of the on-site logistics of the program, curricula, student services such as advising and counseling, student application review and selection, all relevant financial documentation for financial aid recipients, course credit registration, grade reporting, post-program evaluation, risk/liability assessment and management, cross-cultural training, faculty remuneration and travel if applicable. The Study Abroad Center recruits students throughout the academic year. Upon official appointment of the faculty Resident Director then s/he is expected to help recruit students as well.

**Definition of a Study Abroad Program**

SAC programs have carefully identified academic objectives. These programs assist students in furthering or completing their degree requirements. A student wishing to participate in an overseas program should be able to graduate within the time frame allotted to her/his degree program. Since these study abroad programs are an integral part of a student’s academic program, courses completed overseas are designed to fulfill a student’s major, minor, certificate, core, foundations, diversification, language, or graduation requirements. All Study Abroad courses are expected to meet current Mānoa academic standard and are articulated as Mānoa courses. Study Abroad course work is completed overseas and is taught either by a Mānoa faculty or by faculty of an overseas institution of higher education.

According to the distinguishing characteristics, a Study Abroad Program will:

1. Be delivered in an international setting (i.e., outside of the 50 U.S. states) on a regular basis.
2. Be part of a UHM degree (including electives, certificate, or graduation requirements)
3. Carry the appropriate UHM resident course credits in all the programs.
4. Have a designated UHM Faculty Resident Director or host institution designee to ensure academic and program quality, as well as student welfare.
5. Be considered an institutional offering under the aegis of the Study Abroad Center.
6. Have its overseas component reviewed for risk assessment and management prior to the commencement of the program.