

University of Hawai'i at Mānoa  
Study Abroad Center

Semester/Year Program Faculty Resident  
Directorship

Eligibility, Course Proposals,  
Compensation, and Responsibilities



Florence, Italy  
London, England  
Kōbe, Japan - Year  
Machida, Japan  
Paris, France  
Seville, Spain  
Shanghai, People's Republic of China  
Sydney, Australia

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## Introduction

In September of each year, the University of Hawai'i at Mānoa Study Abroad Center's Council on Study Abroad seeks applications from faculty to teach abroad during the Fall and Spring semesters. Prior to the application deadline, members of the Council on Study Abroad will hold an [informational session](#). The date and time of the session will be announced in the beginning of the Fall term.

There are four components of the application and these are 1) detailed syllabi for two courses, 2) research, scholarship and professional development plan, 3) student recruitment and engagement plan, and 4) supporting documents (confidential reference letter for department chair and summary of course evaluations).

The Council encourages interested faculty members to review its policy on the [Native Hawaiian Place of Learning](#) so that the policy may be implemented while developing the student recruitment and engagement plan. Additionally, faculty should be aware that once appointed there is a great deal of time commitment involved prior to departure, during the program, and upon return.

## Eligibility

All Mānoa faculty members in Bargaining Unit 7 from ranks 2 (permanent instructors) to 5 are eligible to apply.

The Study Abroad Center values Emeritus faculty members as they continue to contribute to teaching and research in Study Abroad and the University at large. Hence Emeritus faculty members are also eligible to apply.

Faculty members who are on leave during the semester preceding the study abroad resident directorship are **not** eligible to apply.

Knowledge of the target language—although helpful—is not a requirement for the application.

## Appointment and Appointment Period

One UH-Mānoa faculty member will be appointed as the Resident Director to teach in a Semester Study Abroad Program. The appointed Faculty will teach two courses for the specific semester and perform related duties on-site including professional development. The appointment period is for one term only. The duty period is one week prior to the start of the semester abroad. It is strongly advised that the faculty member arrive at least one week before the arrival of the students.

For the Japan Study Abroad program - the appointment is for one year which begins on July 1 through June 30 of the following year. The faculty is to teach one course per term. The program responsibilities include the oversight of the curriculum, homestay, excursions including administration of the program on-site.

### **Course Syllabus and General Education Courses**

Interested applicants must submit proposals to teach two courses for the semester. The applicant may propose either sophomore or upper division courses (or one at each level). It is encouraged (not a requirement) that the proposed courses fulfill the current UHM general education and/or graduation, (core, foundations, diversification, focus) major, or elective credit requirements. Offering courses that fulfill general education and or graduation requirements will help with student recruitment for the program.

Recently, the General Education Committee (GEC) made the decision to allow **Study Abroad instructors to apply for one-semester, instructor-based Focus designations** for one or more of the Study Abroad courses. Instructors may use the instructor-based Focus form for Study Abroad found on the [Proposal Forms webpage](#) of the Gen Ed website to submit their Focus request, and should follow the published deadlines for the semester in which they plan to teach abroad.

### **Student Recruitment Plan**

While the Study Abroad Center conducts year-round recruitment, it is expected that the appointed resident faculty director will 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 orientation with the students before they leave. Thus the applicant is required to propose a student recruitment plan as part of his/her application. Please review the [student recruitment policy](#) before you develop your plan.

Our programs are open to all UHM, System and non-UH students. The Center's plan is to increase the number of aboriginal Hawaiian, first generation, Pacific Islander and minority students to participate in Study Abroad programs.

Thus, please address how you would reach out and engage the aforementioned groups of students to participate in the program that you plan to lead. Refer to the Study Abroad Center's statement on [Hawaiian Place of Learning](#)

Faculty members are encouraged to publicize the program beyond UH Mānoa (e.g., UH System Campuses, Chaminade and Mainland Universities).

## **Student Participants in Study Abroad Programs, UHM Resident Director's Courses, and Direct Enrollment at the Host Institution's Courses**

It should be noted that students who attend the semester study abroad programs are academically broad-based and do not come from a specific discipline or a college/school. Participants' class standings range from sophomores to seniors and are from UH Mānoa, Mainland Universities, Chaminade University of Honolulu, UH System campuses, and students at our host partner Universities.

All UH students in the program are required to take at least one course from the Resident Director. For the remainder of the course load, students enroll directly at the host institution, ensuring that they are full-time students.

## **Approval of Appropriate Department Chairs and College Deans; Continuation of Salary and Benefits**

Prior to submitting the application to the UHM Study Abroad Center, it is of the utmost importance that the applicant consult and secure approvals from the appropriate department chair and dean. The semester of teaching and resident directorship in any UHM Study Abroad program is **not** considered a sabbatical **or** a semester of leave. Rather, it is a continuation of the faculty's teaching load, research and related responsibilities to be carried overseas. Therefore, the Faculty's salary and all fringe benefits, while teaching in a Study Abroad Semester, is continued to be paid by the faculty's home department/college. Hence, it is important that the appropriate Department Chair and College Dean approve the Faculty's application to teach abroad.

Emeritus faculty members are exempt for the approval/signature process.

## **Compensation for Emeritus Faculty**

The Study Abroad Center will compensate the emeritus faculty member with the payment of six credits stated on the Lecturer Fee Schedule. The fee is listed on the current UHPA and the Board of Regents of the University of Hawai'i Collective Bargaining Agreement.

## **Department Replacement Cost**

The department releasing the faculty will be provided with replacement costs by the Study Abroad Center. The lecture's teaching costs in this case, will be based on sufficient enrollment and is **not** guaranteed. The **exception** is the Study Abroad in **Japan, Kobe** program and the replacement cost is guaranteed.

## **Program Resident Director Appointment and Pre-departure Responsibilities**

The Council on Study Abroad will select the resident director. The applicant will be notified prior to the end of the current Fall Semester, but no later than the beginning of the following Spring term.

As part of the appointed resident director's pre-departure responsibilities, the faculty is expected to help 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 risk management training. As noted in the introduction, an extended time commitment is essential to fulfill the responsibilities of the position.

The UHM Study Abroad Center administers and implements the program in its entirety. These include developing program costs, student applications, travel arrangements, liability forms, registration, pre-departure orientation; resident director risk management training, remuneration and travel.

Following are a summary of duties and responsibilities - but will vary on-site from program to program.

### Prior to departure

- Meeting with SAC team and discussing recruitment and implementation plans (2 hours)
- Conducting two one-hour informational meetings with the Study Abroad Advisers
- Advising students as needed
- Assisting with pre-departure cross-cultural training (12 hours)
- Meeting with the SAC Director for Risk management training (2 hours)
- Meeting with the SAC Director for final wrap up session (30 minutes)

### On-site 24/7

- Arriving either with the students or a day or so earlier with sufficient time to meet the students at the airport or train stations of the site
- Mentoring UHM students and ensuring student learning objectives through contextual learning activities are met - experiential learning activities
- Monitoring academic quality and student support services at the host university
- Providing on-site risk management
- Counseling and advising of students as necessary
- Completing professional development and/or research plan or curriculum development as approved by the Council on Study Abroad—based on applicant's proposal.

## Upon Return

- Submitting final site report and recommendations
- Providing progress status on to the Council of Study Abroad regarding professional development
- Presenting one's experience as the Resident Director at the Study Abroad Fair if needed

## **Minimum Number of Student Participants in the Program**

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. The Center will not, however, cancel a program based on fewer than a minimum number of student enrollment

## **Office Space**

A shared office space with office equipment is assigned to the UHM faculty at most partner institutions abroad. Please ensure that the office space is utilized. Space is a premium, and if the office space is not utilized appropriately, there is the possibility of losing it in the future.

## **Program Resident Director Remuneration and Fringe Benefits**

Salaries and benefits are paid by the University through the faculty member's home department/College.

## **Program Related Costs**

Orientation and excursions: The Study Abroad Center will reimburse and/or pay for faculty participation in mandatory program related activities such as on-site orientation and excursions offered through the host institution.

Reimbursement of meals: Should the faculty wish to hold meetings and provide meals then these costs are also reimbursed. The rationale for such a reimbursement must be related to the benefits to the program and the university. For example, sampling of country specific cuisine for student learning; and/or for the specific purpose of receiving feedback from the students concerning the program. Prior approval is required from the Study Abroad Center before such an expense is incurred.

Cell Phone: program related cell phone usage will be reimbursed.

## **Accommodations**

As part of the appointment, accommodations are provided by the host institution, at a nominal or no cost to the faculty. Should the faculty require accommodation of higher

value then the difference will be borne by the faculty. Where there is free accommodation provided, and should the faculty choose another accommodation, then the faculty will have to pay for the full cost.

### **Airfare**

Cheapest/direct (Honolulu-Program Site-Honolulu) round trip airfare will be provided. UHM Study Abroad Center will facilitate the purchase of the airfare or reimburse the faculty.

### **Book Shipment Allowance**

The Study Abroad Center will also pay for the cost of shipping books and related study abroad teaching materials to and from the site.

### **Faculty Visa/Travel Documents/Logistics:**

All travel related logistics, entry requirements, visa processes will be facilitated by the Study Abroad Center.