

University of Hawai'i at Mānoa
Study Abroad Center

Summer Program Faculty Resident
Directorship
Eligibility, Compensation, and
Responsibilities



Angers, France
Annecy, France
Dublin, Ireland
(Business Internship, Irish Studies, Nursing, Organic Chemistry and Physics/History and
Nursing)
Florence, Italy,
Jukjeon, South Korea
Kōbe, Japan
Lille, France
Mendoza, Argentina
Paris, France
Seville, Spain
Shanghai, People's Republic of China

Table of Contents	Page
Introduction	1
Eligibility	1
Resident Director Responsibilities	1
Resident Director Summer Compensation	2
Accommodation	4
Program Resident Director Appointment	4
Minimum Number of Participants in the Program	4
Faculty visa/travel documents/logistics	4
Advertising	4

UHM Summer Faculty Resident Directorship Eligibility, Compensation and Responsibilities.

Introduction

The University of Hawai'i at Mānoa Study Abroad Center encourages faculty members to submit applications 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 and research plans.

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.

Resident Director Responsibilities

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.

The appointed resident director should be aware of the multiple number of hours in time commitment needed prior to departure and during the program. This is necessary to ensure that students apply and participate in the programs and remain engaged. The specific responsibilities are:

Prior to departure

- Meeting with SAC team and discussing recruitment and implementation plans (2 hours)
- Two one-hour informational meetings with the Study Abroad Advisers
- Advising students as needed
- Assisting with pre-departure cross-cultural training (12 hours)
- Risk management meeting with the Director (2 hours)
- Wrap up meeting with the Director (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
- 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

- Final site report and recommendations
- Provide progress status on to the Council of Study Abroad regarding your professional development
- Time permitting, present your experience as the Resident Director at the Study Abroad Fair

Resident Director Compensation for Summer Programs

Summer resident directors do not receive summer overload. However, under a Memorandum of Understanding between the University of Hawai`i Professional Assembly (UHPA) and the University of Hawai`i (UH), Resident directors are, 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. The set allowance provided should cover the Resident Director’s lodging, meals, living expenses, and 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.

Following are the specific costs advanced by the Study Abroad Center, as long as the Resident Director has enrolled in e-Payment (effective August 15, 2023)

- A flat rate of daily allowance for the duration of the program period to be paid as
 - Meals & Incidental Expenses (M&IE) at the Federal Allowable Rate (FAR)
 - Any allowance above the FAR for M&IE will be classified as lodging

The Allowance will be deposited directly into the Resident Director’s bank account prior to departure. Thus, it is necessary to sign up for direct deposit ePayment.

<http://www.hawaii.edu/epayment/>.

The allowance is not considered to be a salary. However, upon completion of the Resident Director's Study Abroad assignment, any allowance not accounted for through FAR or substantiated as a business-related expense with proper receipts will be taxable. The taxes will be deducted as Wages-In-Kind (WIK) via payroll processing. All receipts for lodging, airfare, ground transportation and other program expenses shall be submitted via eTravel within 21 calendar days from the end date of the trip. For additional details on travel, please reference University AP 8.851.

Other costs:

- Roundtrip airfare and ground transportation with receipt
- Luggage
- Cost of airline seat assignments

Accommodations

The host institution will arrange accommodations for all the faculty Resident Directors upon request. Faculty members are expected to contribute toward the cost of the apartment and pay the host institution and/or landlord directly

Program Resident Director Appointment

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 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.

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.

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. At this time, the People's Republic of 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.

R6/23