

**Global Education Office  
Studio Abroad  
Short-Term International Programs  
Program Leader Website  
Draft June 2014**

**Section 1: Introduction**

**Page 1: International Program Leaders Introduction**

Being an International Program Leader is one of the great experiences you can have at UNM. Every year several hundred UNM students participate in group program abroad supported by the university. The range from international courses led and taught by UNM faculty members, field schools, and service learning delegations led by student organizations, research programs, performance groups, and foreign language study programs. These programs allow UNM students to travel abroad in supervised groups and explore other cultures, languages and environments. They can provide some of the most intense educational experiences available in the university, and they can change lives.

The program leaders have a challenging and rewarding job. Whether you are a new instructor thinking about organizing an international program, a student leader whose organization would like some international experience, or an experienced faculty member with years of international program experience there are some resources to help you and some university policies and procedures to guide you.

If you are interested in organizing a program or becoming a program leader, contact us at [studyabd@unm.edu](mailto:studyabd@unm.edu). We are happy to answer any questions or set up an advising session with you. The webpages on this site will also provide you with a lot of good information about policies, procedures, and best practices for leading education abroad programs.

**Page 2: The Role of the Global Education Office**

At UNM individual departments and student organizations have the primary responsibility for developing and managing international group programs. The Education Abroad Program (EAP), one of sections of the Global Education Office (GEO) provides support for those departments and organizations and Program Leaders in a number of ways:

- Training workshops and individual advising and mentoring for new program leaders covering areas like developing program proposals, complying with university policies, creating a budget, preparing students for travel abroad and many other topics. {[Link to schedule for training](#)}
- Organizing update sessions for group leaders on best practices in health and safety, risk management, and emergency response. {[Link to schedule for updates](#)}
- Assisting program leaders with pre-departure orientations.
- Managing the on-line registration system for all participants in group programs.
- Making sure participants have adequate international insurance coverage.
- Help with developing marketing materials, promoting programs and recruiting participants.
- Home campus support for dealing with emergencies.

We urge all prospective and current group program leaders to work closely with the advisors in the Education Abroad Program. Contact us at: [studyabd@unm.edu](mailto:studyabd@unm.edu).

## **Section 2: UNM Policies**

### **Page 3: University Policies on Education Abroad**

In 2014-15 UNM is implementing a revision of its general policy for Education Abroad Health and Safety, Policy #2710 {[Insert link 2710](#)}. Group program leaders must be familiar with its provisions and are required to follow the policies, which include:

1. Information about the role of Health & Safety Advisory Committee, which works with GEO to promote best practices in health and safety, train group program leaders, monitor travel conditions around the world, and make recommendations to the Provost's Office about especially dangerous areas where travel by UNM programs may not be advisable. {[link to page 4, Role of the Health & Safety Committee](#)}
2. Sets out the process by which UNM programs might be cancelled or modified due to unusual levels of risk. For instance in countries where there are U.S. State Department Travel Warnings, government travel health warnings, or other high risks, travel by UNM programs will not be allowed unless the Provost grants an exemption to allow the program to proceed. {[link to page 5, serious risks to health and safety](#)}
3. List specific responsibilities of the following:
  - A. Responsibilities of program leaders {[link to page 6 responsibilities of program leaders](#)}
  - B. Responsibilities of participants {[link to page 7 responsibilities of program participants](#)}
4. Requires that all UNM international group programs and participants register their travel information on the Education Abroad Website. {[link to registration instructions](#)}.
5. Mandates that all participants have UNM approved international health and accident insurance, and tasks the Education Abroad Program staff with assisting participants and monitoring their compliance. {[link to insurance page](#)}

### **Page 4: Role of the Health & Safety Committee**

The Health and Safety Advisory Committee ("Committee") consists of a Chair appointed by the President of the Faculty Senate, one undergraduate student, one graduate student, and two or more faculty members appointed by the Committee Chair, a Student Health and Counseling representative, a Health Sciences Center faculty member with training and expertise in travel health, the HSC Executive Director of Health Policy and International Health or designee, the Director of GEO or designee, the Director of the Latin American and Iberian Institute or designee, the Director of Safety and Risk Services or designee, an Industrial Security Department representative, such additional members with relevant experience or expertise as the Chair may see fit to appoint, and the University Counsel or designee, as legal advisor.

The Committee is responsible for:

- a. advising the Provost /Executive Vice President for Academic Affairs or designee concerning modifications to or cancellations of Programs before or after departure when warranted by emergencies, crises, or health and safety concerns raised by U.S. Department of State Travel Warnings, Centers for Disease Control and Prevention (CDC) Travel Health Warnings (Tier 3), or by Travel Alerts or other sources of information that the Committee reasonably deems reliable;
- b. evaluating travel warnings and requests for exemptions pursuant to [Section 4](#) in order to advise the Provost;

- c. organizing and providing training to Program Leaders in collaboration as needed with the personnel of the named entities represented on the Committee;
- d. proposing changes to [UNM Education Abroad Health and Safety Recommendations](#) posted on the GEO website as warranted by evolving circumstances that affect Programs covered by this policy; and
- e. providing such advice as may be requested to help UNM manage emergencies and crises abroad that affect Program Leaders and participants.

#### **Page 5: Serious Risks to Health and Safety and Policies on Cancellation or Modification of Programs**

According to Policy 2710 Section 4, programs whose dates and destinations are or become subject to a U.S. Department of State Travel Warning, a CDC Travel Health Warning (Tier 3), or extraordinary conditions that pose other serious risks to health or safety shall be modified or cancelled, unless special circumstances justify an exemption or a Program is already in progress. {[link to State Department, http://travel.state.gov/content/passports/english/alertswarnings.html](#) and [CDC, http://wwwnc.cdc.gov/travel/notices](#)} The Provost will decide whether to grant an exemption based on the Committee's recommendation, if any, and the following factors as deemed appropriate:

- a. nature of the Travel Warning, Travel Health Warning, or extraordinary conditions, including the locations most affected;
- b. feasibility of postponing the Program until the Warning is lifted or the extraordinary conditions resolve;
- c. feasibility of moving the Program to an alternate destination;
- d. experience and training of Program organizers and any local support staff;
- e. importance and academic relevance of student involvement;
- f. whether the Program can minimize risk to Participants;
- g. safety and security orientations provided by UNM;
- h. Participants' informed consent on the "Acknowledgement of Risk and Conditions of Participation" form and any Program-specific appendix to the form despite the Travel Warning or Travel Health Warning;
- i. Outside agency (e.g., NSF, NIH) or independent approval (e.g., IRB, HRPO) for individual research travel; and
- j. such other information, if any, that the Provost or the Committee reasonably deem material and relevant.

To request an exemption: (1) submit a written request to the GEO Director that addresses all of the factors listed above in detail, (2) provide any additional information requested by the Committee to inform its deliberations, and (3) meet with the Committee as needed to discuss the request.

The Provost will make a decision on whether a Program is modified, cancelled, or exempted based on recommendations of the committee. Decisions by the Provost may be appealed to the University President.

Individual graduate researchers whose dates and destinations become subject to a high-level Travel Warning or Travel Health Warning should refer to Section 7.d.1 of this policy.

#### 4.1. Modified or Cancelled Programs

If a U.S. Department of State Travel Warning or CDC Travel Health Warning (Tier 3) covering Program dates is issued for the Program locations:

- a. before departure, and if no exemption is granted, the Program shall be modified or cancelled. If the Program is modified or exempted, all Participants shall be notified and given an opportunity to withdraw.
- b. after departure, the Program Leader shall provide the Warning promptly to all Participants and give them an opportunity to withdraw.

If a Program in progress is cancelled or a Participant withdraws at any time because of a Warning, modification, or an exemption, the dean or department chair will arrange for affected participants to complete their coursework as possible. Applicable refunds will be determined on a Program-specific basis to the extent that funds can be recovered from the various vendors and service providers.

#### **Page 6: Responsibilities of Group Program Leaders**

UNM POLICY 2710 States:

Group travel sponsored by UNM departments or units includes the following:

- a. Programs led by one or more UNM faculty members or others who are officially appointed by UNM as the instructor of record or on-site Program director;
- b. Health Sciences Center group activities;
- c. Other education-related group activities funded by UNM or for UNM academic credit.

Each Program shall designate one or more Program Leaders, who have the responsibilities listed in Section 5.1 below. Program Participants have the responsibilities listed in Section 5.2 below.

Group travel sponsored by UNM-chartered student organizations shall designate one or more individuals as a Program Leader and register their Program.

#### 5.1. Responsibilities of Program Leaders

Program Leaders must:

- a. obtain approval for their Program by the applicable chartered student organization faculty advisor, department chair, director, or dean;
- b. register their Program on the GEO website, <https://studyabroad.unm.edu>, once it has been approved;
- c. obtain UNM-prescribed health and accident insurance (including medical evacuation and repatriation of remains) or equivalent that covers all Program dates, including travel days from and back to the U.S. Exceptions may be granted by GEO on a case-by-case basis.
- d. attend a GEO training or refresher before departure, to stay current on changing health and safety issues and best practices in Program management; {link to program schedule}
- e. to the extent possible, stay current on any pertinent U.S. Department of State Travel Alerts, Travel Warnings, and CDC Travel Health Warnings before *and* during the Program, and share pertinent updates with all Program Participants on a timely basis; {link to State Department},

- <http://travel.state.gov/content/passports/english/alertswarnings.html> and CDC, <http://wwwnc.cdc.gov/travel/notices> }
- f. fill out the Program Leader “Condition of Participation” form; {[link to form](#)}
  - g. review the “Acknowledgement of Risk and Conditions of Participation” form for Participants and add an Appendix as needed that describes any Program-specific risks or conditions; {[link to forms](#)}
  - h. comply with all UNM health and safety requirements posted on the GEO website; {[link to health & safety section](#)}
  - i. organize and provide, with assistance as needed from [GEO](#), one or more orientation sessions that provide health and safety information and address other issues and concerns of Participants;
  - j. protect the confidentiality of any health information disclosed by a Participant;
  - k. comply with the requirements and best practices for Program Leaders as detailed in the Program Leaders Guide on the GEO website, {[link to Best Practices section](#)}

## **Page 7: Responsibilities of Participants in UNM Group Programs**

The program leader is responsible for informing the students and working with them to comply with the following requirements from the Policy 2710.

- a. attend all mandatory Program orientation sessions required by the Program Leader;
- b. register their participation in the Program on the GEO website at {[link to registration page](#)} and comply with all the instructions and complete the required documentation;
- c. complete the “Acknowledgment of Risk and Conditions of Participation” form as part of GEO registration, which includes certification that the Participant is aware of personal medical needs and restrictions, will obtain all required immunizations, and will comply with other health requirements for travel. All participants are strongly encouraged (and may be required by their Program Leader) to make an appointment with the UNM Travel Clinic or their health care provider prior to travel for a travel health evaluation. ;
- d. obtain UNM-prescribed health and accident insurance (including medical evacuation and repatriation of remains) or equivalent that covers all Program dates, including travel days from and back to the U.S. Exceptions may be granted by GEO on a case-by-case basis. If a Program is approved and registered as described in Section 5.1 a and b above, UNM funds may be used to reimburse the cost of this insurance to Participants, including the Accompanying Individuals who have a UNM business purpose for traveling, as provided in Section 6 of Policy 4030 (“Travel”).
- e. comply with any additional requirements set by the Program Leader. Non-compliance may result in failure of the course, expulsion from UNM, or immediate transport home at the participant’s expense and discretion of the Program Leader;

UNM strongly recommends that all Participants who are U.S. citizens register with the U.S. Department of State (DOS) “[Smart Traveler Enrollment Program](#)” (STEP) before departure. STEP is a free service for U.S. citizens that enables the DOS to provide travel updates and information and to assist in an emergency.

## **Section 3: Setting Up and Managing Your Program on the GEO Education Abroad Website**

### **Page 8: Registration for Group Program Leaders**

All program leaders must register their program on the website. UNM department program leaders use the Faculty-led Template {[insert Template page 9](#)}. Student organization leaders use the Template for Student Organizations {[insert Template page 10](#)}.

Download the template, fill it out as completely as possible, and submit it. An education abroad advisor will acknowledge the submission and create a website page for the program.

Once the page is set up, participants already selected by the group leaders can go in and register their participation in the program. {[insert link to registration pages](#)}.

### **Page 9: Template for Faculty-led Programs**

## **UNM Global Education Office (GEO) Education Abroad Programs Template for Faculty-led International Program**

Thank you in advance for completing this template for Faculty-Led /UNM International Trips. All UNM faculty-led programs must complete and submit this form.

- If you want the UNM Study Abroad Program to promote your program on our website ([www.studyabroad.unm.edu](http://www.studyabroad.unm.edu)) and help recruit students, please complete both Part 1 and 2 below.
- If you do not want help in promoting the program you should complete just Part 1. Only the title, dates, primary location, and contact information you list below will appear on the website in the Program Search section so that students can register and complete the UNM requirements.

Please send this form as an attachment to: Alex Zimmerman, [Alexz@unm.edu](mailto:Alexz@unm.edu).

Once the form is received, the GEO staff will review it, and contact you for any questions and to confirm when it is available for viewing on [studyabroad.unm.edu](http://studyabroad.unm.edu).

### **PART 1**

1. Please give us the full title of the program.
2. Dates of the program: From \_\_\_\_\_ to \_\_\_\_\_
3. Are the dates tentative \_\_\_\_\_ or final \_\_\_\_\_.
4. List the primary program location, and any additional locations or travel sites to be visited:
5. Describe the program in a brief paragraph:

6. Who will be eligible to participate in the program?
  
  
  
  
  
7. Estimate the number of participants you expect to be involved in the program.
  
  
  
  
  
8. If UNM credit will be granted for participation, please list the course numbers and number of credits available.
  
  
  
  
  
9. Estimated cost of the program for each participant excluding the cost of UNM tuition. You may indicate a cost range (e.g. \$3,500 - \$4,000.)
  
  
  
  
  
10. Who is the primary organizer and who will be leading this program? Please list name, university title, phone and E-mail address.
  
  
  
  
  
11. Please list the names, university titles, phone numbers and E-mail addresses for any additional teachers or program leaders, including GTAs or student assistants.
  
  
  
  
  
12. All programs must be approved by the Department Chair, Director, Dean or other UNM official from the sponsoring unit. Please list the name and title of the person who has approved this program.

13. All programs must include one or more pre-departure meetings including health and safety information to be attended by all participants. Indicate below if you would like the UNM Study Abroad staff to help you organize or conduct the orientations?
  
14. Would you like your contact information available on the website for students to contact you with questions regarding your program?

### **Part 2**

Complete this part of the template only if you would like the UNM Study Abroad Program to actively promote your program through our website and our other recruitment activities. This template has been designed so that the final copy will present a full-description of your study abroad program for students to view on our website. Do not include any information that you don't want shown on the website. We will put your contact information on the website and request that students contact you for more information or to apply.

Please include an electronic copy of any flyers or other promotional information you would like to have posted on our website. We encourage you to include electronic copies of 5-10 photos that we can post on your program's brochure page of the website.

1. Describe the location(s) of the program.
  
2. Describe the academic program including the academic content, any pre-requisites required, the course requirements, learning outcomes, basis for grading, etc. You may submit a syllabus if you like.
  
3. Describe any additional features of this program, including excursions, field trips, research projects, cultural and social programs, recreational activities, volunteer work, service learning, etc.
  
4. Describe the eligibility requirements and procedure for admission to the program.

5. Describe the housing arrangements in host country.
  6. Describe the program cost to participants including required and optional expenses included in the program fees, and what the program fees cover or do not cover (e.g., UNM tuition, airfare, ground transportation, housing, meals, insurance, excursions, special events, etc.)
  7. Give us a list of any resources/websites with useful information about the program, location, etc. Be sure to Include a link to your program website if you have one.
  8. Provide other details you would like included for students to view such as start and end date of the program, application deadline, decision date, required application fee or deposit, etc.
  9. Search parameters. Student search on-line to locate programs that meet their specific needs. We recommend that you specify a list keywords or phrases that will help lead students to your program, for instance:
    - Language of Instruction
    - Geographic locations
    - Areas of Study
    - Intensive Language Program Offered
    - Preferred Majors/Degrees

- Sponsoring School/Department
- Available to Non-UNM Students

For questions or comments, please contact the GEO Education Abroad Program,  
[studyabd@unm.edu](mailto:studyabd@unm.edu), Mesa Vista Hall, Room 2120, 505-277-4032.

**Page 10: Template for Student Organizations**

**UNM Global Education Office (GEO)  
Study Abroad Programs  
Template for Faculty-led International Program**

Thank you in advance for completing this template for Faculty-Led /UNM International Trips.  
All UNM faculty-led programs must complete and submit this form.

- If you want the UNM Study Abroad Program to promote your program on our website ([www.studyabroad.unm.edu](http://www.studyabroad.unm.edu)) and help recruit students, please complete both Part 1 and 2 below.
- If you do not want help in promoting the program you should complete just Part 1. Only the title, dates, primary location, and contact information you list below will appear on the website in the Program Search section so that students can register and complete the UNM requirements.

Please send this form as an attachment to: Ken Carpenter at [carpenk@unm.edu](mailto:carpenk@unm.edu).  
Once the form is received, the UNM Study Abroad Office will review it, and contact you for any questions and to confirm when it is available for viewing on [www.studyabroad.unm.edu](http://www.studyabroad.unm.edu).

**PART 1**

15. Please give us the full title of the program.

16. Dates of the program: From \_\_\_\_\_ to \_\_\_\_\_

17. Are the dates tentative \_\_\_\_\_ or final \_\_\_\_\_.

18. List the primary program location, and any additional locations or travel sites to be visited:

19. Describe the program in a brief paragraph:

20. Who will be eligible to participate in the program?
21. Estimate the number of participants you expect to be involved in the program.
22. If UNM credit will be granted for participation, please list the course numbers and number of credits available.
23. Estimated cost of the program for each participant excluding the cost of UNM tuition.  
You may indicate a cost range (e.g. \$3,500 - \$4,000.)
24. Who is the primary organizer and who will be leading this program? Please list name, university title, phone and E-mail address.
25. Please list the names, university titles, phone numbers and E-mail addresses for any additional teachers or program leaders, including GTAs or student assistants.
26. All programs must be approved by the Department Chair, Director, Dean or other UNM official from the sponsoring unit. Please list the name and title of the person who has approved this program.
27. All programs must include one or more pre-departure meetings including health and safety information to be attended by all participants. Indicate below if you would like the UNM Study Abroad staff to help you organize or conduct the orientations?

28. Would you like your contact information available on the website for students to contact you with questions regarding your program?

### **Part 2**

Complete this part of the template only if you would like the UNM Study Abroad Program to actively promote your program through our website and our other recruitment activities.

This template has been designed so that the final copy will present a full-description of your study abroad program for students to view on our website. Do not include any information that you don't want shown on the website. We will put your contact information on the website and request that students contact you for more information or to apply.

Please include an electronic copy of any flyers or other promotional information you would like to have posted on our website. We encourage you to include electronic copies of 5-10 photos that we can post on your program's brochure page of the website.

10. Describe the location(s) of the program.

11. Describe the academic program including the academic content, any pre-requisites required, the course requirements, learning outcomes, basis for grading, etc. You may submit a syllabus if you like.

12. Describe any additional features of this program, including excursions, field trips, research projects, cultural and social programs, recreational activities, volunteer work, service learning, etc.

13. Describe the eligibility requirements and procedure for admission to the program.

14. Describe the housing arrangements in host country.

15. Describe the program cost to participants including required and optional expenses included in the program fees, and what the program fees cover or do not cover (e.g., UNM tuition, airfare, ground transportation, housing, meals, insurance, excursions, special events, etc.)

16. Give us a list of any resources/websites with useful information about the program, location, etc. Be sure to include a link to your program website if you have one.

17. Provide other details you would like included for students to view such as start and end date of the program, application deadline, decision date, required application fee or deposit, etc.

18. Search parameters. Student search on-line to locate programs that meet their specific needs. We recommend that you specify a list keywords or phrases that will help lead students to your program, for instance:

- Language of Instruction
  - Geographic locations
  - Areas of Study
  - Intensive Language Program Offered
  - Preferred Majors/Degrees
  - Sponsoring School/Department
  - Available to Non-UNM Students

For questions or comments, please contact the GEO Study Abroad Office, [studyabd@unm.edu](mailto:studyabd@unm.edu), Mesa Vista Hall, Room 2111, 505-277-4032.

**Page 11: Managing Your Program on the Education Abroad website.**

The Education Abroad staff have developed a How-to Guide for program leaders who want to be able to view the participants' registration information on-line. [{link to Faculty-led Handbook}](#)

**Section 4: Health and Safety for Study Abroad**

**Page 12: Slide Shows for health, safety and security issues:**

Health and safety of participants on international programs is always the first priority of GEO and the sponsoring units. The UNM Committee on Health & Safety, GEO and the Industrial Security Office have put together two slide shows for participants in UNM education abroad programs. Program leaders should become familiar with the slides shows and make sure that all participants in your programs are able to view and discuss them as part of their mandatory pre-departure orientations. Both are available on the [studyabroad.unnm.edu](http://studyabroad.unnm.edu) website.

*How to Have a Healthy and Safe Study Abroad Experience* [{insert link to slide show}](#)  
*International Travel Safety and Security* [{insert link to slide show}](#)

**Page 13: U.S. Department of State Travel Website**

- A. Group Leaders should become thoroughly familiar with the State Department Travel Site [{insert link to http://travel.state.gov/content/passports/english/go/checklist.html}](#), and should either make printed copies of the Country Specific Information pages for each participant, or go over them on the website during the pre-departure orientation [{insert link to http://travel.state.gov/content/passports/english/country.html}](#)
- B. Group leaders should check periodically for Travel Warnings and Travel Alerts on the State Department website, and if any exist for countries you are travel to or through, consult with the GEO advisors [{insert link to http://travel.state.gov/content/passports/english/alertswarnings.html}](#)
- C. Group leaders should also become thoroughly familiar with the travel website of the U.S. Centers for Disease Control, its travel warning system, and its individual destinations information about specific countries. If there are any issues relevant to your trip, make sure that the participants also have access to this information. [{link to http://wwwnc.cdc.gov/travel/}](#)
- D. UNM strongly recommends that all Participants who are U.S. citizens register their trips with the U.S. Department of State "Smart Travel Enrollment Program" (STEP) before departure. STEP is a free service for U.S. citizens that enables the DOS to provide travel updates and information and to assist in an emergency.

**Page 14: Responding to Emergencies**

**Handling Emergencies Overseas**

**UNM Emergency Contact Information: Please print this sheet and carry it with you when you travel.**

**To contact the Global Education Office during working hours or for non-emergency calls, the number is (505)277-4032.**

**The Global Education Office maintains a 24 hour per day international emergency line for calls from outside the U.S. Use this number only in case you need immediate help in a serious emergency.**

# **1-011-505-273-1961**

**Other UNM office contacts:**

<b>Director of Global Education Office</b>	<b>(505) 277-4032</b>
<b>Director of Latin American &amp; Iberian Institute</b>	<b>(505) 277-2961</b>
<b>Provost's Office</b>	<b>(505) 277-2611</b>
<b>Dean of Student's Office</b>	<b>(505) 277-6448</b>
<b>President's Office</b>	<b>(505) 277-2626</b>

## **Responding to Emergencies**

- 1. In an emergency, your first responsibility is to safeguard the safety and well-being of program participants and yourself.** Do whatever is necessary to assure this, whether it means obtaining prompt and appropriate medical attention, local police protection, U.S. Embassy intervention, etc.
2. Stay calm and try to keep the participants calm. Don't overreact. Others will look to you as the group leaders and follow your example.

3. Try to keep group members together as much as possible, and as soon as possible get them to a safe and comfortable place. If you need to separate yourself, for instance to be with a hospitalized participant or deal with the police, make sure you keep in contact with the group.
4. When you have done all you reasonably can to assure the students' well-being, immediately contact the UNM Police Department, and ask them to put you in touch immediately with the appropriate UNM official: the Office of International Programs and Studies, Latin American & Iberian Institute, Vice Provost, Dean of Students, or the President's Office. The Police Department has emergency numbers for all of these people. Try to provide the appropriate university official with as much information as possible about the situation. When possible make detailed notes about the situation, what you have done, and with whom you have spoken. Set up a method to keep in close contact with the appropriate university officials until the emergency is resolved.
5. If appropriate, contact the U.S. Embassy or local Consulate about the crisis and follow whatever procedures they require.
6. As much as possible, keep the other participants informed about what is happening and what you are doing. Make sure they understand that you are working to solve the problems and that you have the support of the university. Give them as much information as you think they need to know. Do not engage in speculation about things you do not know, and avoid passing unsubstantiated rumors.
7. During a political crisis or some other emergency during which foreigners in general or U.S. citizens specifically may be at risk, tell the participants to keep a low profile. They should avoid demonstrations, confrontations, or any situations that could become dangerous. They should avoid behavior that calls attention to themselves, locations where foreigners or American are known to frequent, and clothing, luggage tags, or other things that might identify them by nationality.
8. It is highly unlikely that program participants would ever need to be evacuated from a study abroad site. However, in the unlikely event that happens, you will need to work with university officials and Embassy and State Department personnel to develop and carry out an evacuation plan

## Page 15: Non-Emergency Incident Reports

If the program leader needs to report non-emergency events that occur, the following incident report should be used:

### UNM Study Abroad Incident Report Form

The Global Education Office (GEO) coordinates responses to incidents and emergencies for all UNM-related educational activities abroad. Leaders of all programs abroad are required to submit this form when appropriate. See page 2 for guidance. Submitting this form does not obligate UNM to take action. All **emergency response (Level 4)** requests requiring immediate attention should be made by phone to the UNM Emergency phone at **001-505-273-1961**, available 24/7. For non-emergencies, you can contact the GEO office at **001-505-277-4032** during regular business hours. Please submit this form on-line, by fax to **001-505-277-1867**, or by e-mail to GEO at [studyabd@unm.edu](mailto:studyabd@unm.edu). Include information about the best way to reach you for a follow-up if needed.

Today's Date: \_\_\_\_\_ Report filed by: \_\_\_\_\_

Program Name: \_\_\_\_\_

Date and time of incident: \_\_\_\_\_

Location of incident (country, city, place): \_\_\_\_\_

Name(s) of student(s) and others involved: \_\_\_\_\_  
\_\_\_\_\_  
—

Nature of incident:

- |  |                                     |   |
|--|-------------------------------------|---|
| <input type="checkbox"/> Alcohol/drugs         | <input type="checkbox"/> Theft      | <input type="checkbox"/> Vehicle accident   |
| <input type="checkbox"/> Injury                | <input type="checkbox"/> Behavioral | <input type="checkbox"/> Assault of student |
| <input type="checkbox"/> Illness               |                                     |   |
| <input type="checkbox"/> Other (specify) _____ |                                     |   |

Your Estimate of Level of Incident (see page 2 for guidance): 2      3      4

Describe the incident. Be as specific as possible, including all details and how you learned of the incident. Use additional sheets if necessary.

Describe action(s) taken, including individuals contacted (police, ambulance, family members, other program participants, U.S. Embassy/Consulate/Consular Agency, etc.). Use additional sheets if necessary.

### **UNM Study Abroad Incident Report Form FAQ's**

#### ***1. Do I need to report this incident?***

**Level 1: No.** Level-1 incidents are handled on-site by the individuals involved, faculty leaders, local staff, or others (e.g., minor illnesses, colds, skinned knees, a minor argument involving students and/or program staff, failure to attend class or a required meeting, minor damage to local apartments or furniture, minor lost or stolen property, alcohol abuse incidents, etc.).

**Level 2: Yes.** Level-2 incidents are *largely* handled on-site with notification to GEO (e.g., repeated or notable incidents of any of the above; an accident with no apparent injuries that destroys a bicycle or significantly damages a car; theft of a computer, back pack, or camera; recurring alcohol abuse; an apparently withdrawn or depressed student, etc.). Depending on the specifics, GEO may assist in responding to Level-2 incidents and/or may coordinate a response with other UNM personnel.

**Level 3: Yes.** When possible contact GEO at **001-505-277-4032** or [studyabd@unm.edu](mailto:studyabd@unm.edu) to discuss the situation and follow up with incident reports as needed. Level-3 incidents include Level-2 issues that become chronic (including poor attendance at required activities), recurring worrisome events such as alcohol abuse or on-going/significant psychological problems; overnight stays or significant treatment in hospitals; incidents involving local police; threats of violence against students or staff; muggings, sexual assault, allegations of sexual harassment; significant political unrest, natural disasters, or other significant matters that affect the group or appear in the international press; pertinent U.S. Department of State Travel Warnings or Travel Alerts, etc. Level-3 incidents should be managed in conjunction with GEO if possible. GEO will involve other UNM personnel in the response as needed.

**Level 4: Yes;** first address the emergency (call local police, ambulance, etc., as appropriate), then call the UNM Emergency Phone ASAP at **001-505-273-1961** available 24/7. Follow up with this Incident Report Form. A Level-4 incident is an emergency, defined as any situation that poses an immediate risk to health, life, or property, and requires urgent intervention to prevent a worsening of the situation (e.g., anything requiring emergency medical response; a car accident with serious injuries; severe depression that renders a student suicidal or unable to care for himself/herself; a plane crash involving participants; a fire at a program facility abroad, etc.). The Trip Leader (or other participant if the Leader is, e.g., hospitalized or unable to lead the group) must notify GEO ASAP and must coordinate the response with GEO. GEO will involve other UNM and/or external personnel as needed.

**2. *Do I need to report a Level-2, -3, or -4 incident that occurred during free time?***

Yes; you must report any Level-2, -3, or -4 incidents you become aware of while your group is abroad.

**3. *Should I report to GEO even if I haven't spoken with the student(s) about the problem?***

If you have a Level-3 or -4 incident, address it first, and then follow up by submitting this form and contacting others who need to be informed. If you have a Level-2 incident, it's best to make sure the student knows you will be submitting this form, and the nature of what you will be writing. The student need not agree with your report.

**4. *What if the student doesn't want me to report the incident?***

In certain cases, it may be okay to leave the student's name off the report. Please discuss that with GEO. The report needs to be filed either way.

**5. *Is this form confidential?***

This form is a FERPA-protected education record. As a general rule, only school officials with a legitimate educational interest may access this form (e.g., Dean of Students, Student Health and Counseling, University Counsel, etc.). See UNM's FERPA policy for more information about who may access these records. This form is maintained in the GEO Director's office.

Study Abroad Incident Report Form.docx

**Page 16: More Resources on Health & Safety for Program Leaders**

The SAFETI Clearinghouse, sponsored by the Center for Global Education, HTH Worldwide Insurance, and TerraDotta Software has a comprehensive website with resources on health and safety in education abroad. Check out their link at [http://globaled.us/safeti/safeti\\_index.asp](http://globaled.us/safeti/safeti_index.asp).

## **Section 5: Best Practices for Study Abroad**

### **Page 167 What makes a great international program:**

1. A healthy and safe experience for everyone is always the first priority.
2. A thorough pre-departure orientation including basic knowledge of the country they are going to, its culture, people and environment.
3. Academic excellence: participants need to be able to reflect, discuss, analyze and learn as well as experience.
4. Culture immersion: participants need the opportunity to meet, talk, interact and work with local people in everyday settings. Study abroad is not tourism!

### **Page 18: Ethical Standards for Education Abroad**

The University of New Mexico belongs to a number of international education associations including the **Forum on Education Abroad**, a non-profit organization that sets standards of good practice widely accepted by U.S. universities. Group program leaders should read and incorporate their ethical practices into program development and management: {link to <http://www.forumea.org/documents/ForumonEducationAbroadCodeofEthics.pdf>}

### **Page 19: Standards of Good Practice**

UNM also strives to follow current best practices in the field of education abroad as described in another document from the Forum on Education Abroad at: {link to <http://www.forumea.org/documents/ForumEAStandardsShortTermProg.pdf> }

**Global Education Office  
Studio Abroad  
Short-Term International Programs  
Program Leader Website  
Draft June 2014**

**Section 1: Introduction**

**Page 1: International Program Leaders Introduction**

Being an International Program Leader is one of the great experiences you can have at UNM. Every year several hundred UNM students participate in group program abroad supported by the university. The range from international courses led and taught by UNM faculty members, field schools, service learning delegations led by student organizations, research programs, performance groups, and foreign language study programs. These programs allow UNM students to travel abroad in supervised groups and explore other cultures, languages and environments. They can provide some of the most intense educational experiences available in the university, and they can change lives.

The program leaders have a challenging and rewarding job. Whether you are a new instructor thinking about organizing an international program, a student leader whose organization would like some international experience, or an experienced faculty member with years of international program experience there are some resources to help you and some university policies and procedures to guide you.

If you are interested in organizing a program or becoming a program leader, contact us at [studyabd@unm.edu](mailto:studyabd@unm.edu). We are happy to answer any questions or set up an advising session with you. The webpages on this site will also provide you with a lot of good information about policies, procedures, and best practices for leading education abroad programs.

**Page 2: The Role of the Global Education Office**

At UNM individual departments and student organizations have the primary responsibility for developing and managing international group programs. The Education Abroad Program (EAP), one of sections of the Global Education Office (GEO) provides support for those departments and organizations and Program Leaders in a number of ways:

- Training workshops and individual advising and mentoring for new program leaders covering areas like developing program proposals, complying with university policies, creating a budget, preparing students for travel abroad and many other topics. {[Link to schedule for training](#)}

- Organizing update sessions for group leaders on best practices in health and safety, risk management, and emergency response. {[Link to schedule for updates](#)}
- Assisting program leaders with pre-departure orientations.
- Managing the on-line registration system for all participants in group programs.
- Making sure participants have adequate international insurance coverage.
- Help with developing marketing materials, promoting programs and recruiting participants.
- Home campus support for dealing with emergencies.

We urge all prospective and current group program leaders to work closely with the advisors in the Education Abroad Program. Contact us at: [studyabd@unm.edu](mailto:studyabd@unm.edu).

## **Section 2: UNM Policies**

### **Page 3: University Policies on Education Abroad**

In 2014-15 UNM is implementing a revision of its general policy for Education Abroad Health and Safety, Policy #2710 {[Insert link 2710](#)}. Group program leaders must be familiar with its provisions and are required to follow the policies, which include:

1. Information about the role of Health & Safety Advisory Committee, which works with GEO to promote best practices in health and safety, train group program leaders, monitor travel conditions around the world, and make recommendations to the Provost's Office about especially dangerous areas where travel by UNM programs may not be advisable. {[link to page 4, Role of the Health & Safety Committee](#)}
2. Sets out the process by which UNM programs might be cancelled or modified due to unusual levels of risk. For instance in countries where there are U.S. State Department Travel Warnings, government travel health warnings, or other high risks, travel by UNM programs will not be allowed unless the Provost grants an exemption to allow the program to proceed. {[link to page 5, serious risks to health and safety](#)}
3. List specific responsibilities of the following:
  - A. Responsibilities of program leaders {[link to page 6 responsibilities of program leaders](#)}
  - B. Responsibilities of participants {[link to page 7 responsibilities of program participants](#)}

4. Requires that all UNM international group programs and participants register their travel information on the Education Abroad Website. {[link to registration instructions](#)}.
5. Mandates that all participants have UNM approved international health and accident insurance, and tasks the Education Abroad Program staff with assisting participants and monitoring their compliance. {[link to insurance page](#)}

## **Page 4: Role of the Health & Safety Committee**

The Health and Safety Advisory Committee (“Committee”) consists of a Chair appointed by the President of the Faculty Senate, one undergraduate student, one graduate student, and two or more faculty members appointed by the Committee Chair, a Student Health and Counseling representative, a Health Sciences Center faculty member with training and expertise in travel health, the HSC Executive Director of Health Policy and International Health or designee, the Director of GEO or designee, the Director of the Latin American and Iberian Institute or designee, the Director of Safety and Risk Services or designee, an Industrial Security Department representative, such additional members with relevant experience or expertise as the Chair may see fit to appoint, and the University Counsel or designee, as legal advisor.

The Committee is responsible for:

- a. advising the Provost /Executive Vice President for Academic Affairs or designee concerning modifications to or cancellations of Programs before or after departure when warranted by emergencies, crises, or health and safety concerns raised by U.S. Department of State Travel Travel Warnings, Centers for Disease Control and Prevention (CDC) Travel Health Warnings (Tier 3), or by Travel Alerts or other sources of information that the Committee reasonably deems reliable;
- b. evaluating travel warnings and requests for exemptions pursuant to [Section 4](#) in order to advise the Provost;
- c. organizing and providing training to Program Leaders in collaboration as needed with the personnel of the named entities represented on the Committee;
- d. proposing changes to [UNM Education Abroad Health and Safety Recommendations](#) posted on the GEO website as warranted by evolving circumstances that affect Programs covered by this policy; and
- e. providing such advice as may be requested to help UNM manage emergencies and crises abroad that affect Program Leaders and participants.

## **Page 5: Serious Risks to Health and Safety and Policies on Cancellation or Modification of Programs**

According to Policy 2710 Section 4, programs whose dates and destinations are or become subject to a U.S. Department of State Travel Warning, a CDC Travel Health Warning (Tier 3), or extraordinary conditions that pose other serious risks to health or safety shall be modified or cancelled, unless special circumstances justify an exemption or a Program is already in progress. {[link to State Department](http://travel.state.gov/content/passports/english/alertswarnings.html), <http://travel.state.gov/content/passports/english/alertswarnings.html> and [CDC](http://wwwnc.cdc.gov/travel/notices), <http://wwwnc.cdc.gov/travel/notices>} The Provost will decide whether to grant an exemption based on the Committee's recommendation, if any, and the following factors as deemed appropriate:

- a. nature of the Travel Warning, Travel Health Warning, or extraordinary conditions, including the locations most affected;
- b. feasibility of postponing the Program until the Warning is lifted or the extraordinary conditions resolve;
- c. feasibility of moving the Program to an alternate destination;
- d. experience and training of Program organizers and any local support staff;
- e. importance and academic relevance of student involvement;
- f. whether the Program can minimize risk to Participants;
- g. safety and security orientations provided by UNM;
- h. Participants' informed consent on the "Acknowledgement of Risk and Conditions of Participation" form and any Program-specific appendix to the form despite the Travel Warning or Travel Health Warning;
- i. Outside agency (e.g., NSF, NIH) or independent approval (e.g., IRB, HRPO) for individual research travel; and
- j. such other information, if any, that the Provost or the Committee reasonably deem material and relevant.

To request an exemption: (1) submit a written request to the GEO Director that addresses all of the factors listed above in detail, (2) provide any additional information requested by the Committee to inform its deliberations, and (3) meet with the Committee as needed to discuss the request.

The Provost will make a decision on whether a Program is modified, cancelled, or exempted based on recommendations of the committee. Decisions by the Provost may be appealed to the University President.

Individual graduate researchers whose dates and destinations become subject to a high-level Travel Warning or Travel Health Warning should refer to Section 7.d.1 of this policy.

#### 4.1. Modified or Cancelled Programs

If a U.S. Department of State Travel Warning or CDC Travel Health Warning (Tier 3) covering Program dates is issued for the Program locations:

- a. before departure, and if no exemption is granted, the Program shall be modified or cancelled. If the Program is modified or exempted, all Participants shall be notified and given an opportunity to withdraw.
- b. after departure, the Program Leader shall provide the Warning promptly to all Participants and give them an opportunity to withdraw.

If a Program in progress is cancelled or a Participant withdraws at any time because of a Warning, modification, or an exemption, the dean or department chair will arrange for affected participants to complete their coursework as possible. Applicable refunds will be determined on a Program-specific basis to the extent that funds can be recovered from the various vendors and service providers.

## **Page 6: Responsibilities of Group Program Leaders**

UNM POLICY 2710 States:

Group travel sponsored by UNM departments or units includes the following:

- a. Programs led by one or more UNM faculty members or others who are officially appointed by UNM as the instructor of record or on-site Program director;
- b. Health Sciences Center group activities;
- c. Other education-related group activities funded by UNM or for UNM academic credit.

Each Program shall designate one or more Program Leaders, who have the responsibilities listed in Section 5.1 below. Program Participants have the responsibilities listed in Section 5.2 below.

Group travel sponsored by UNM-chartered student organizations shall designate one or more individuals as a Program Leader and register their Program.

### 5.1. Responsibilities of Program Leaders

Program Leaders must:

- a. obtain approval for their Program by the applicable chartered student organization faculty advisor, department chair, director, or dean;
- b. register their Program on the GEO website, <https://studyabroad.unm.edu>, once it has been approved;
- c. obtain UNM-prescribed health and accident insurance (including medical evacuation and repatriation of remains) or equivalent that covers all Program dates, including travel days from and back to the U.S. Exceptions may be granted by GEO on a case-by-case basis.
- d. attend a GEO training or refresher before departure, to stay current on changing health and safety issues and best practices in Program management; {[link to program schedule](#)}
- e. to the extent possible, stay current on any pertinent U.S. Department of State Travel Alerts, Travel Warnings, and CDC Travel Health Warnings before *and* during the Program, and share pertinent updates with all Program Participants on a timely basis; {[link to State Department](#), <http://travel.state.gov/content/passports/english/alertswarnings.html> and CDC, <http://wwwnc.cdc.gov/travel/notices> }

- f fill out the Program Leader “Condition of Participation” form; {[link to form](#)}
- g review the “Acknowledgement of Risk and Conditions of Participation” form for Participants and add an Appendix as needed that describes any Program-specific risks or conditions; {[link to forms](#)}
- h comply with all UNM health and safety requirements posted on the GEO website; {[link to health & safety section](#)}
- i organize and provide, with assistance as needed from [GEO](#), one or more orientation sessions that provide health and safety information and address other issues and concerns of Participants;
- j protect the confidentiality of any health information disclosed by a Participant;
- k comply with the requirements and best practices for Program Leaders as detailed in the Program Leaders Guide on the GEO website, {[link to Best Practices section](#)}

## **Page 7: Responsibilities of Participants in UNM Group Programs**

The program leader is responsible for informing the students and working with them to comply with the following requirements from the Policy 2710.

- a attend all mandatory Program orientation sessions required by the Program Leader;
- b register their participation in the Program on the GEO website at {[link to registration page](#)} and comply with all the instructions and complete the required documentation;
- c complete the “Acknowledgment of Risk and Conditions of Participation” form as part of GEO registration, which includes certification that the Participant is aware of personal medical needs and restrictions, will obtain all required immunizations, and will comply with other health requirements for travel. All participants are strongly encouraged (and may be required by their Program Leader) to make an appointment with the UNM Travel Clinic or their health care provider prior to travel for a travel health evaluation. ;
- d obtain UNM-prescribed health and accident insurance (including medical evacuation and repatriation of remains) or equivalent that covers all Program dates, including travel days from and back to the U.S. Exceptions may be granted by GEO on a case-by-case basis. If a Program is approved and registered as described in Section 5.1 a and b above, UNM funds may be used to reimburse the cost of this insurance to Participants, including the Accompanying Individuals who have a UNM business purpose for traveling, as provided in Section 6 of Policy 4030 (“Travel”).
- e comply with any additional requirements set by the Program Leader. Non-compliance may result in failure of the course, expulsion from UNM, or immediate transport home at the participant’s expense and discretion of the Program Leader;

UNM strongly recommends that all Participants who are U.S. citizens register with the U.S. Department of State (DOS) “[Smart Traveler Enrollment Program](#)” (STEP) before departure. STEP is a free service for U.S. citizens that enables the DOS to provide travel updates and information and to assist in an emergency.

## **Section 3: Setting Up and Managing Your Program on the GEO Education Abroad Website**

### **Page 8: Registration for Group Program Leaders**

All program leaders must register their program on the website. UNM department program leaders use the Faculty-led Template {insert Template page 9}. Student organization leaders use the Template for Student Organizations {insert Template page 10}.

Download the template, fill it out as completely as possible, and submit it. An education abroad advisor will acknowledge the submission and create a website page for the program.

Once the page is set up, participants already selected by the group leaders can go in and register their participation in the program. {insert link to registration pages}.

### **Page 9: Template for Faculty-led Programs**

## **UNM Global Education Office (GEO) Education Abroad Programs Template for Faculty-led International Program**

Thank you in advance for completing this template for Faculty-Led /UNM International Trips. All UNM faculty-led programs must complete and submit this form.

- If you want the UNM Study Abroad Program to promote your program on our website ([www.studyabroad.unm.edu](http://www.studyabroad.unm.edu)) and help recruit students, please complete both Part 1 and 2 below.
- If you do not want help in promoting the program you should complete just Part 1. Only the title, dates, primary location, and contact information you list below will appear on the website in the Program Search section so that students can register and complete the UNM requirements.

Please send this form as an attachment to: Alex Zimmerman, [Alexz@unm.edu](mailto:Alexz@unm.edu).

Once the form is received, the GEO staff will review it, and contact you for any questions and to confirm when it is available for viewing on [studyabroad.unm.edu](http://studyabroad.unm.edu).

### **PART 1**

1. .
2. Dates of the program: From \_\_\_\_\_ to \_\_\_\_\_
3. Are the dates tentative \_\_\_\_\_ or final \_\_\_\_\_.
4. List the primary program location, and any additional locations or travel sites to be visited:

5. Describe the program in a brief paragraph:
  
  
  
  
  
  
6. Who will be eligible to participate in the program?
  
  
  
  
  
  
7. Estimate the number of participants you expect to be involved in the program.
  
  
  
  
  
  
8. If UNM credit will be granted for participation, please list the course numbers and number of credits available.
  
  
  
  
  
  
9. Estimated cost of the program for each participant excluding the cost of UNM tuition. You may indicate a cost range (e.g. \$3,500 - \$4,000.)
  
  
  
  
  
  
10. Who is the primary organizer and who will be leading this program? Please list name, university title, phone and E-mail address.
  
  
  
  
  
  
11. Please list the names, university titles, phone numbers and E-mail addresses for any additional teachers or program leaders, including GTAs or student assistants.
  
  
  
  
  
  
12. All programs must be approved by the Department Chair, Director, Dean or other UNM official from the sponsoring unit. Please list the name and title of the person who has approved this program.

13. All programs must include one or more pre-departure meetings including health and safety information to be attended by all participants. Indicate below if you would like the UNM Study Abroad staff to help you organize or conduct the orientations?
  
14. Would you like your contact information available on the website for students to contact you with questions regarding your program?

### **Part 2**

Complete this part of the template only if you would like the UNM Study Abroad Program to actively promote your program through our website and our other recruitment activities. This template has been designed so that the final copy will present a full-description of your study abroad program for students to view on our website. Do not include any information that you don't want shown on the website. We will put your contact information on the website and request that students contact you for more information or to apply. Please include an electronic copy of any flyers or other promotional information you would like to have posted on our website. We encourage you to include electronic copies of 5-10 photos that we can post on your program's brochure page of the website.

1. Describe the location(s) of the program.
  
2. Describe the academic program including the academic content, any pre-requisites required, the course requirements, learning outcomes, basis for grading, etc. You may submit a syllabus if you like.
  
3. Describe any additional features of this program, including excursions, field trips, research projects, cultural and social programs, recreational activities, volunteer work, service learning, etc.

4. Describe the eligibility requirements and procedure for admission to the program.
5. .
6. Describe the program cost to participants including required and optional expenses included in the program fees, and what the program fees cover or do not cover (e.g., UNM tuition, airfare, ground transportation, housing, meals, insurance, excursions, special events, etc.)
7. Be sure to Include a link to your program website if you have one.
8. start and end date of the program, application deadline, decision date, required application fee or deposit, etc.
9. Search parameters. Student search on-line to locate programs that meet their specific needs. We recommend that you specify a list keywords or phrases that will help lead students to your program, for instance:
  - 
  - Geographic locations
  - 
  -

- 
- 
- 

For questions or comments, please contact the GEO Education Abroad Program,  
[studyabd@unm.edu](mailto:studyabd@unm.edu), Mesa Vista Hall, Room 2120, 505-277-4032.

**Page 10: Template for Student Organizations**

**UNM Global Education Office (GEO)  
Study Abroad Programs  
Template for Faculty-led International Program**

Thank you in advance for completing this template for Faculty-Led /UNM International Trips.  
All UNM faculty-led programs must complete and submit this form.

- If you want the UNM Study Abroad Program to promote your program on our website ([www.studyabroad.unm.edu](http://www.studyabroad.unm.edu)) and help recruit students, please complete both Part 1 and 2 below.
- If you do not want help in promoting the program you should complete just Part 1. Only the title, dates, primary location, and contact information you list below will appear on the website in the Program Search section so that students can register and complete the UNM requirements.

Please send this form as an attachment to: Ken Carpenter at [carpenk@unm.edu](mailto:carpenk@unm.edu).

Once the form is received, the UNM Study Abroad Office will review it, and contact you for any questions and to confirm when it is available for viewing on [www.studyabroad.unm.edu](http://www.studyabroad.unm.edu).

**PART 1**

15. .

16. Dates of the program: From \_\_\_\_\_ to \_\_\_\_\_

17. Are the dates tentative \_\_\_\_\_ or final \_\_\_\_\_.

18. List the primary program location, and any additional locations or travel sites to be visited:

19. Describe the program in a brief paragraph:

20. Who will be eligible to participate in the program?

21. Estimate the number of participants you expect to be involved in the program.

22. If UNM credit will be granted for participation, please list the course numbers and number of credits available.

23. Estimated cost of the program for each participant excluding the cost of UNM tuition.  
You may indicate a cost range (e.g. \$3,500 - \$4,000.)

24. Who is the primary organizer and who will be leading this program? Please list name, university title, phone and E-mail address.

25. Please list the names, university titles, phone numbers and E-mail addresses for any additional teachers or program leaders, including GTAs or student assistants.

26. All programs must be approved by the Department Chair, Director, Dean or other UNM official from the sponsoring unit. Please list the name and title of the person who has approved this program.

27. All programs must include one or more pre-departure meetings including health and safety information to be attended by all participants. Indicate below if you would like the UNM Study Abroad staff to help you organize or conduct the orientations?
  
28. Would you like your contact information available on the website for students to contact you with questions regarding your program?

### **Part 2**

Complete this part of the template only if you would like the UNM Study Abroad Program to actively promote your program through our website and our other recruitment activities. This template has been designed so that the final copy will present a full-description of your study abroad program for students to view on our website. Do not include any information that you don't want shown on the website. We will put your contact information on the website and request that students contact you for more information or to apply.

Please include an electronic copy of any flyers or other promotional information you would like to have posted on our website. We encourage you to include electronic copies of 5-10 photos that we can post on your program's brochure page of the website.

10. Describe the location(s) of the program.
  
11. Describe the academic program including the academic content, any pre-requisites required, the course requirements, learning outcomes, basis for grading, etc. You may submit a syllabus if you like.
  
12. Describe any additional features of this program, including excursions, field trips, research projects, cultural and social programs, recreational activities, volunteer work, service learning, etc.
  
13. Describe the eligibility requirements and procedure for admission to the program.

14. .
15. Describe the program cost to participants including required and optional expenses included in the program fees, and what the program fees cover or do not cover (e.g., UNM tuition, airfare, ground transportation, housing, meals, insurance, excursions, special events, etc.)
16. Be sure to Include a link to your program website if you have one.
17. start and end date of the program, application deadline, decision date, required application fee or deposit, etc.
18. Search parameters. Student search on-line to locate programs that meet their specific needs. We recommend that you specify a list keywords or phrases that will help lead students to your program, for instance:
- - Geographic locations
  - 
  - 
  - 
  -

For questions or comments, please contact the GEO Study Abroad Office, [studyabd@unm.edu](mailto:studyabd@unm.edu), Mesa Vista Hall, Room 2111, 505-277-4032.

## **Page 11: Managing Your Program on the Education Abroad website.**

The Education Abroad staff have developed a How-to Guide for program leaders who want to be able to view the participants' registration information online. [{link to Faculty-led Handbook}](#)

### **Section 4: Health and Safety for Study Abroad**

## **Page 12: Slide Shows for health, safety and security issues:**

Health and safety of participants on international programs is always the first priority of GEO and the sponsoring units. The UNM Committee on Health & Safety, GEO and the Industrial Security Office have put together two slide shows for participants in UNM education abroad programs. Program leaders should become familiar with the slides shows and make sure that all participants in your programs are able to view and discuss them as part of their mandatory pre-departure orientations. Both are available on the [studyabroad.unm.edu](http://studyabroad.unm.edu) website.

***How to Have a Healthy and Safe Study Abroad Experience*** [{insert link to slide show}](#)

***International Travel Safety and Security*** [{insert link to slide show}](#)

## **Page 13: U.S. Department of State Travel Website**

- A. Group Leaders should become thoroughly familiar with the State Department Travel Site [{insert link to http://travel.state.gov/content/passports/english/go/checklist.html}](#), and should either make printed copies of the Country Specific Information pages for each participant, or go over them on the website during the pre-departure orientation [{insert link to http://travel.state.gov/content/passports/english/country.html}](#)
- B. Group leaders should check periodically for Travel Warnings and Travel Alerts on the State Department website, and if any exist for countries you are travel to or through, consult with the GEO advisors [{insert link to http://travel.state.gov/content/passports/english/alertswarnings.html}](#)
- C. Group leaders should also become thoroughly familiar with the travel website of the U.S. Centers for Disease Control, its travel warning system, and its individual destinations information about specific countries. If there are any issues relevant to your trip, make sure that the participants also have access to this information. [{link to http://wwwnc.cdc.gov/travel/}](#)
- D. UNM strongly recommends that all Participants who are U.S. citizens register their trips with the U.S. Department of State "Smart Travel Enrollment Program" (STEP) before departure. STEP is a free service for U.S. citizens that enables the DOS to provide travel updates and information and to assist in an emergency.

## Handling Emergencies Overseas

[Printable Version](#)

**UNM Emergency Contact Information: Please print this sheet and carry it with you when you travel.**

**To contact the Global Education Office during working hours or for non-emergency calls, the number is (505)277-4032.**

**The Global Education Office maintains a 24 hour per day international emergency line for calls from outside the U.S. Use this number only in case you need immediate help in a serious emergency.**

**1-011-505-273-1961**

**Other UNM office contacts:**

<b>Director of Global Education Office</b>	<b>(505) 277-4032</b>
<b>Director of Latin American &amp; Iberian Institute</b>	<b>(505) 277-2961</b>
<b>Provost's Office</b>	<b>(505) 277-2611</b>
<b>Dean of Student's Office</b>	<b>(505) 277-6448</b>
<b>President's Office</b>	<b>(505) 277-2626</b>

**Responding to Emergencies**

1. **In an emergency, your first responsibility is to safeguard the safety and well-being of program participants and yourself.** Do whatever is necessary to assure this, whether it means obtaining prompt and appropriate medical attention, local police protection, U.S. Embassy intervention, etc.
2. Stay calm and try to keep the participants calm. Don't overreact. Others will look to you as the group leaders and follow your example.
3. Try to keep group members together as much as possible, and as soon as possible get them to a safe and comfortable place. If you need to separate yourself, for instance to be with a hospitalized participant or deal with the police, make sure you keep in contact with the group.
4. When you have done all you reasonably can to assure the students' well-being, immediately contact the UNM Police Department, and ask them to put you in touch immediately with the appropriate UNM official: the Office of International Programs and Studies, Latin American & Iberian Institute, Vice Provost, Dean of Students, or the President's Office. The Police Department has emergency numbers for all of these people. Try to provide the appropriate university official with as much information as possible about the situation. When possible make detailed notes about the situation, what you have done, and with whom you have spoken. Set up a method to keep in close contact with the appropriate university officials until the emergency is resolved.
5. If appropriate, contact the U.S. Embassy or local Consulate about the crisis and follow whatever procedures they require.
6. As much as possible, keep the other participants informed about what is happening and what you are doing. Make sure they understand that you are working to solve the problems and that you have the support of the university. Give them as much information as you think they need to know. Do not engage in speculation about things you do not know, and avoid passing unsubstantiated rumors.
7. During a political crisis or some other emergency during which foreigners in general or U.S. citizens specifically may be at risk, tell the participants to keep a low profile. They should avoid demonstrations, confrontations, or any situations that could become dangerous. They should avoid behavior that calls attention to themselves, locations where foreigners or American are known to frequent, and clothing, luggage tags, or other things that might identify them by nationality.
8. It is highly unlikely that program participants would ever need to be evacuated from a study abroad site. However, in the unlikely event that happens, you will need to work with university officials and Embassy and State Department personnel to develop and carry out an evacuation plan

## Page 15: Non-Emergency Incident Reports

If the program leader needs to report non-emergency events that occur, the following incident report should be used:

## **UNM Study Abroad Incident Report Form**

The Global Education Office (GEO) coordinates responses to incidents and emergencies for all UNM-related educational activities abroad. Leaders of all programs abroad are required to submit this form when appropriate. See page 2 for guidance. Submitting this form does not obligate UNM to take action. All **emergency response (Level 4)** requests requiring immediate attention should be made by phone to the UNM Emergency phone at **001-505-273-1961**, available 24/7. For non-emergencies, you can contact the GEO office at **001-505-277-4032** during regular business hours. Please submit this form on-line, by fax to **001-505-277-1867**, or by e-mail to GEO at [studyabd@unm.edu](mailto:studyabd@unm.edu). Include information about the best way to reach you for a follow-up if needed.

Today's Date: \_\_\_\_\_ Report filed by: \_\_\_\_\_

Program Name: \_\_\_\_\_

Date and time of incident: \_\_\_\_\_

Location of incident (country, city, place): \_\_\_\_\_

Name(s) of student(s) and others involved: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nature of incident:

- |                            |              |                      |
|----------------------------|--------------|----------------------|
| = Alcohol/drugs            | = Theft      | = Vehicle accident   |
| = Injury                   | = Behavioral | = Assault of student |
| = Illness                  |              |                      |
| = Other<br>(specify) _____ |              |                      |

Your Estimate of Level of Incident (see page 2 for guidance):      2      3      4

Describe the incident. Be as specific as possible, including all details and how you learned of the incident. Use additional sheets if necessary.

Describe action(s) taken, including individuals contacted (police, ambulance, family members, other program participants, U.S. Embassy/Consulate/Consular Agency, etc.). Use additional sheets if necessary.

## **UNM Study Abroad Incident Report Form FAQ's**

### **1. Do I need to report this incident?**

**Level 1: No.** Level-1 incidents are handled on-site by the individuals involved, faculty leaders, local staff, or others (e.g., minor illnesses, colds, skinned knees, a minor argument involving students and/or program staff, failure to attend class or a required meeting, minor damage to local apartments or furniture, minor lost or stolen property, alcohol abuse incidents, etc.).

**Level 2: Yes.** Level-2 incidents are *largely* handled on-site with notification to GEO (e.g., repeated or notable incidents of any of the above; an accident with no apparent injuries that destroys a bicycle or significantly damages a car; theft of a computer, back pack, or camera; recurring alcohol abuse; an apparently withdrawn or depressed student, etc.). Depending on the specifics, GEO may assist in responding to Level-2 incidents and/or may coordinate a response with other UNM personnel.

**Level 3: Yes.** When possible contact GEO at **001-505-277-4032 or [studyabd@unm.edu](mailto:studyabd@unm.edu)** to discuss the situation and follow up with incident reports as needed. Level-3 incidents include Level-2 issues that become chronic (including poor attendance at required activities), recurring worrisome events such as alcohol abuse or on-going/significant psychological problems; overnight stays or significant treatment in hospitals; incidents involving local police; threats of violence against students or staff; muggings, sexual assault, allegations of sexual harassment; significant political unrest, natural disasters, or other significant matters that affect the group or appear in the international press; pertinent U.S. Department of State Travel Warnings or Travel Alerts, etc. Level-3 incidents should be managed in conjunction with GEO if possible. GEO will involve other UNM personnel in the response as needed.

**Level 4: Yes;** first address the emergency (call local police, ambulance, etc., as appropriate), then call the UNM Emergency Phone ASAP at **001-505-273-1961** available 24/7. Follow up with this Incident Report Form. A Level-4 incident is an emergency, defined as any situation that poses an immediate risk to health, life, or property, and requires urgent intervention to prevent a worsening of the situation (e.g., anything requiring emergency medical response; a car accident with serious injuries; severe depression that renders a student suicidal or unable to care for

himself/herself; a plane crash involving participants; a fire at a program facility abroad, etc.). The Trip Leader (or other participant if the Leader is, e.g., hospitalized or unable to lead the group) must notify GEO ASAP and must coordinate the response with GEO. GEO will involve other UNM and/or external personnel as needed.

**2. Do I need to report a Level-2, -3, or -4 incident that occurred during free time?**

Yes; you must report any Level-2, -3, or -4 incidents you become aware of while your group is abroad.

**3. Should I report to GEO even if I haven't spoken with the student(s) about the problem?**

If you have a Level-3 or -4 incident, address it first, and then follow up by submitting this form and contacting others who need to be informed. If you have a Level-2 incident, it's best to make sure the student knows you will be submitting this form, and the nature of what you will be writing. The student need not agree with your report.

**4. What if the student doesn't want me to report the incident?**

In certain cases, it may be okay to leave the student's name off the report. Please discuss that with GEO. The report needs to be filed either way.

**5. Is this form confidential?**

This form is a FERPA-protected education record. As a general rule, only school officials with a legitimate educational interest may access this form (e.g., Dean of Students, Student Health and Counseling, University Counsel, etc.). See UNM's FERPA policy for more information about who may access these records. This form is maintained in the GEO Director's office.

Study Abroad Incident Report Form.docx

**Page 16: More Resources on Health & Safety for Program Leaders**

The SAFETI Clearinghouse, sponsored by the Center for Global Education, HTH Worldwide Insurance, and TerraDotta Software has a comprehensive website with resources on health and safety in education abroad. Check out their link at [http://globaled.us/safeti/safeti\\_index.asp](http://globaled.us/safeti/safeti_index.asp).

**Section 5: Best Practices for Study Abroad**

**Page 167 What makes a great international program:**

1. A healthy and safe experience for everyone is always the first priority.

2. A thorough pre-departure orientation including basic knowledge of the country they are going to, its culture, people and environment.
3. Academic excellence: participants need to be able to reflect, discuss, analyze and learn as well as experience.
4. Culture immersion: participants need the opportunity to meet, talk, interact and work with local people in everyday settings. Study abroad is not tourism!

## **Page 18: Ethical Standards for Education Abroad**

The University of New Mexico belongs to a number of international education associations including the **Forum on Education Abroad**, a non-profit organization that sets standards of good practice widely accepted by U.S. universities. Group program leaders should read and incorporate their ethical practices into program development and management: {link to <http://www.forumea.org/documents/ForumonEducationAbroadCodeofEthics.pdf>}

## **Page 19: Standards of Good Practice**

UNM also strives to follow current best practices in the field of education abroad as described in another document from the Forum on Education Abroad at: {link to <http://www.forumea.org/documents/ForumEASTandardsShortTermProg.pdf> }

# By-Laws of the College of Arts and Sciences

## University of New Mexico

### 2004 (Revised August, 2014)

#### Preamble

The College of Arts and Sciences is the ~~largest foundational~~ College ~~of the University of New Mexico, at UNM and incorporates the most diverse array of disciplines.~~ It enrolls more students and includes more majors than any other division of the University. ~~All UNM undergraduates take numerous courses within the College as it is the repository for the core curriculum. Every UNM student takes courses offered in the College. The College has more faculty and undertakes more sponsored research than any other unit. Thus the College of Arts and Sciences is the primary provider of education—instruction and research—at the University. It occupies a primary place in the education of UNM students.~~ The mission of the College is to ~~provide as support, structure and services to facilitate, encourage, enhance and maintain, consistency and service to enhance scholarship and student success. We~~ The administrative unit of the College ~~serves as the liaison between departments and other units and make creative use of our allocations resources to further the values of the University of New Mexico and to promote excellence in College faculty, staff, and students.~~

~~Create new knowledge, to broadly disseminate existing and new knowledge to students, and to train students in the evaluation and application of ideas to issues important to society at the local, state, national, and international levels.~~

Because of the great breadth of humanities, social science, and natural science disciplines encompassed by the College, it has traditionally featured an unusually high degree of cooperation and understanding among the constituent departments, Deans who have an integrative and synthetic vision, and a long-standing commitment to the principle of shared governance. The following By-Laws provide a detailed guide to the supra-departmental organization and operation of the College, the duties and responsibilities of the Dean, and the mechanisms by which the Dean and A&S faculty ~~act~~ cooperatively to fulfill the missions of the College University.

#### I. The Office of the Dean

##### 1. Authority

The authority of the Dean derives from the Board of Regents, the President of the University, the Provost, and the Faculty of the College, each acting within its lawful authority.

##### 2. College By-Laws and the Faculty Handbook

- a. The College By-Laws amplify and complement and enhance the UNM *Faculty Handbook*. None of the By-Laws shall be interpreted as revising or contradicting the provisions of the *Handbook*.
- b. The appointment, term of office, functions, and periodic review of the Dean are described in the *Handbook*, Sections A51 (Article III) and C35. The duties of the Dean in connection with faculty reviews and the appointment and review of departmental chairpersons are specified in the *Handbook*, Sections B4.3.2, B4.9.4-7, B5.6, and C40.

### 3. *Other Duties*

In addition to the duties prescribed by the *Faculty Handbook* (see article I.2 above), the Dean shall have the following responsibilities:

- a. To provide educational+academic leadership and set high standards for the College's instructional and research programs;
- b. -To promote the academic quality and welfare of the College's faculty, through the authorization of new faculty positions, the diversification of the faculty, oversight of faculty development and review, and recommendations to the Provost concerning faculty reappointment, promotion and tenure, and special honors;
- c. To represent the College in its relations with the central administration, other colleges and units within the University, the student body, and public, and to advocate for the resources necessary to fulfill the College's mission;
- d. To exercise control over the internal budget of the College, allocating and reallocating faculty and staff lines, graduate assistantships, and other resources;
- e. To review and assess the quality of the College's departmentalized and non-departmentalized units, their effectiveness in clarifying, developing, clarifying and achieving their missions, and their participation contribution to achieving the College's mission; and to use these assessments as the basies for budget decisions allocations and decisions affecting the units' instructional programs;
- f. To promote and maintain shared governance within the College concerning policies and resources, by consulting regularly with the departmental executive officers and the Faculty of the College, either directly or through their representative bodies;
- g. To select, assign responsibilities to, and evaluate the Associate Deans;
- h. To determine and oversee collegiate the College administrative structure and activities, including the Associate Deanships and the necessary nonacademic staff;
- i. To oversee and promote external fundraising and the acquisition of grants and contracts in support of the College's instructional and research programs; and
- j. To facilitate conflict resolution by addressing the resolution of conflicts as they arise and working to helping resolve them expeditiously according to established policies and procedures.

### 4. *Selection*

- a. *Search.* When a vacancy occurs in the position of Deanship of the College, the Provost oversees a search for a new Dean. After consultation with the Faculty and the Chairs of Departments in the College and other such persons as the Provost shall see fit, the Provost shall appoint a search committee. The search committee shall be diverse and broadly representative of the faculty in the College. The faculty component of the committee shall constitute a majority of the voting members of the committee and shall be chosen from a list of nominees provided by the Council of Chairs. The committee shall be chaired by a person who holds a faculty appointment in the University. The committee shall include representatives of the student body and the College's non-academic staff; it may also include other members designated by the Provost.
- b. *Appointment Consultation.* The search committee shall be consulted in connection with the drafting of the job description. The committee shall assess applications for the Deanship and recommend candidates to be interviewed for the position. The Provost shall select finalists from the search committee's list, and may add finalists from the pool of qualified applicants whose names do not appear on the list. The committee shall participate in campus interviews and shall ascertain and transmit to the Provost the assessments of candidates by faculty, staff and students regarding the short list of candidates being considered. The committee shall make recommendations to the Provost concerning the offer of the appointment. In accordance with Faculty Handbook section C35, the Provost must take a vote of the College faculty by secret ballot on any potential appointment or reappointment. The vote shall be administered by the Faculty Committee on Governance. The results of the vote shall be transmitted to the Provost and be made available to the faculty and department chairs of the College.
- c.  
d. ~~-Appointment. (at left of text:)~~ After receiving all input, the Provost shall make the appointment of a Dean. In keeping with Faculty Handbook section C35, appointments and reappointments to terms of office are to be made by the Provost after consultation with departmental college faculty and chairs, University officers, and other such persons as they shall see fit. The consultation with college faculty and chairs shall include the taking of ~~a vote by secret ballot on any potential appointment or reappointment. The vote shall be administered by the Faculty Committee on Governance. The results of the vote shall be transmitted to the Provost and be made available to the faculty and department chairs of the respective college.~~ Reappointment must also be guided by the stated willingness of the dean to continue in that position, the results of the evaluation in the fourth year, and the willingness of the faculty and chairs, evidenced by secret ballot, to have the dean continue in office.
- e.

## II. Associate Deans

The College Professional staff at present includes three Associate Deans:

The Associate Dean for Faculty is responsible for matters involving faculty hiring, tenure and promotion, annual reviews and other personnel deliberations, ~~as well as oversight of the College's interdisciplinary programs and museums as appropriate.~~ Normally, the Associate Dean for Faculty will also carry the title of Senior Associate Dean, with responsibilities for serving as Acting Dean in the Dean's absence. The Senior Associate Dean also oversees staff personnel matters in the College.

The Associate Dean for Curriculum and Instruction is responsible for the oversight of College advising, student advisement, student complaints and grievances, ~~and~~ advising the Dean concerning all matters involving curriculum and instruction, including summer session and part-time budgets; and also for the oversight of interdisciplinary academic programs in the College.

The Associate Dean for Research is responsible for approving reviewing research proposals, especially with regard to cost share and compliance issues and cost share; encouraging the sponsored research of by all units in the College; and coordinating with the Office of the Vice President for Research, the Research Policy Committee of the Faculty SenateResearch Cabinet and Category 3 Research Centers; and also for the as well as oversight of interdisciplinary research centers, institutes and museums in the College as appropriate.

~~Normally one of the 3 Associate Deans will also carry the title of Senior Associate Dean with responsibilities for serving as Acting Dean in the Dean's absence.~~ 

The Senior Associate Dean and the Associate Dean for Faculty must have the rank of Professor; the other Associate Deans may come from the ranks of tenured faculty within the CollegeAssociate Professors or Professors. The Associate Deans do not participate in promotion and tenure decisions or votes at the departmental level. The Associate Dean for Faculty manages the College process for all milestone reviews (mid-probation, tenure and promotion, promotion to Full and promotion to Distinguished Professor), reviews all files Faculty reads and makes recommendations to the Dean on all promotion and tenure such decisions in the College. At the Dean's discretion, normally in cases with divided votes, the other Associate Deans may be asked to make recommendations to the Dean as well, except that an Associate Dean holding the rank of Associate Professor shall not participate in reviews of candidates for promotion to full professor.

When a vacancy for an Associate Dean position occurs, the Dean circulates an open call for nominations and applications among the tenured faculty of the College. The Dean, other current Associate Deans, College Development Officer, and the College Administrator and/or a senior College officer would normally constitute the search and hiring appointment committee.

### **III. The Faculty and the Faculty Assembly**

#### *1. The Faculty*

In keeping with section A51, article 1, of the *Faculty Handbook*, the faculty of the College of Arts and Sciences includes all professors, associate professors, assistant professors, lecturers, and instructors, and lecturers, including those holding part-time and temporary faculty appointmentees.



## 2. *The Voting Faculty*

In keeping with section A51, article 1, of the *Faculty Handbook*, the voting faculty of the College of Arts and Sciences shall include all full-time, continuing members of the faculty holding a professional rank instructors, lecturers, and assistant, associate, and full professors. All tenure-track and tenured faculty, regardless of FTE, will be voting members of the College faculty. Research professors (not holding a tenured or tenure-track position,) faculty on temporary or interim appointments (such as visiting professors) and non-tenure-track faculty on part-time appointments are not voting members of the College faculty. Voting rights at the departmental level are established by the faculty of the department according to Article II, Sec. 2 of the Faculty Constitution.

## 3. *The Faculty Assembly*

- a. *Membership.* The Faculty Assembly comprises all members of the College faculty, as defined in article III.1 above. All faculty of the College may attend and comment in the Faculty Assembly, but only voting members, as defined in article III.2 above, may participate in formal votes. A quorum for the purposes of voting requires the attendance of at least 20% of the voting faculty.
- b. *Meetings.* In keeping with section A51, article III.3c, of the *Faculty Handbook*, the Dean of the College of Arts and Sciences is the presiding officer of the Faculty Assembly. The College faculty delegates to the Dean the authority to determine the number and timing of Assembly meetings. However, a special meeting may be called in writing by at least ten members of the voting faculty. In that case, the Dean will convene a meeting within three weeks of receiving the call. Except in the case of emergency meetings, the agenda shall be circulated at least five days in advance of the meeting.
- c. *Duties.* The duties of the Faculty Assembly are to establish rules for the conduct of its business; to receive and respond to reports or recommendations of the Dean and College Committees; to identify topics about which the Dean or College Committees shall report back to the Assembly with information or recommendations; and to consider amendments to the College By-Laws.

## IV. **Committees**

Some committees are established by authority of the *Faculty Handbook* and some by the authority of the College By-Laws.

### 1. *Standing Committees*

a. *Chairs Council*

The Chairs Council comprises the Dean, the Associate Deans, the Chairs of all departments, and the Directors of those programs, museums, and institutes ~~with independent budgets in directly reporting to the Dean of the College.~~ ~~(At present, these include the Maxwell Museum, the Museum of Southwestern Biology, the Institute of Meteoritics, African American Studies, Feminist Research Institute, Latin American Studies, Institute for Medieval Studies, Peace Studies, Religious Studies, Women Studies, and the International Studies Institute.)~~

The Chairs Council meets at least once a month during the academic year and can meet more frequently if there is sufficient business and during the summer if there are urgent matters. It also has a full-day retreat in August just before the academic year begins. The Dean chairs the meetings. The agenda is set by the Dean, but individual Chairs or groups of Chairs can also submit items for Council discussion or action.

The duties of the Chairs Council are to share information about developments in the College; to serve as a forum in which the Dean and Associate Deans can get advice about key issues; ~~and~~ to serve as a major deliberative forum for issues involving College policy including, but not limited to, selection of the Dean, planning, budget, hiring, tenure and promotion practices, and development.

b. *Senior Promotion Committee*

*Function.* The Senior Promotion Committee (SPC) reviews the dossiers of faculty advanced by their departments for consideration for promotion from Associate to ~~full~~ Professor, and reports its recommendations regarding each candidate to the Dean. These ~~recommendations~~ ~~reviews~~ are ~~considered~~ ~~reviewed~~ by the Dean in formulating his/her ~~decision~~ ~~recommendation~~ on ~~the~~ ~~each~~ case, ~~and~~ are forwarded to higher administrative levels together with the Dean's ~~decision~~ ~~recommendation~~.

~~In addition, following the policy for more complete post-tenure reviews defined in section B4.9.7 of the Faculty Handbook regarding post-tenure reviews, the Dean will seek a recommendation from the Senior Promotion Committee on cases where serious deficiencies appear to persist in a faculty member's performance after a reasonable period of time for improvement Committee in cases requiring a more complete review.~~ Should the Dean conclude that the case warrants informing the Provost, the dossier submitted to the Provost will include the recommendations of the Senior Promotion Committee. Prior to sending his/her recommendations on ~~tenure and~~ promotion or post-tenure review to the Provost, the Dean will inform the Committee Chair about the decisions.

*Membership.* The SPC consists of nine members of the College faculty having the rank of full Professor, ~~appointed by the Dean.~~ ~~Members are appointed by the~~

 Dean each year, following consultation with departmental Chairs. Each chair is responsible for nominating at least one potential member of the SPC each year. The precise nomination processes used are determined at the departmental level, but should include appropriate consultation with departmental faculty. Committee member terms are generally for two years and are staggered, in order to allow continuity from year to year.

Normally, membership Committee membership is representative of the broad range and range of College disciplines and includes three members from each cluster when possible: Physical Sciences and Math; Social Sciences, and Humanities. Chairs from each cluster are asked to identify members. Members serve for two years on a rotating basis, staggered such that there is always a cadre of "senior" members and one of "junior" members. Members will be chosen by the Dean in order to provide new members as well as continuity from the previous year, and in order to reflect a broad range of departments and disciplines within the College. The cChair of the SPC is appointed by the Dean chosen by the cCommittee, usually from those members serving their second year.

Process. The SPC typically has multiple meetings. The first is an organizational meeting late in the Fall semester, when information is available is provided by the Associate Dean for Faculty regarding those which A&S faculty are to be considered being advanced for promotion to full Professor. At this meeting the committee also chooses a Chair, and reviews the timetable for reviews. Each candidate is assigned a primary reviewer and a secondary reviewer, taking into consideration conflicts of interest. Both reviewers should review the entire file, are assigned to committee members so that each candidate is reviewed especially thoroughly by two members.

Currently all materials are secured and available electronically. At this meeting, the Dean and Associate Dean for Faculty discuss the Committee's charge and review the criteria for promotion specified in the *Faculty Handbook*. Promotion candidates are assigned to committee members so that each candidate is reviewed especially thoroughly by two members.

Once files become available, all committee members are expected to familiarize themselves with all candidate dossiers. At a scheduled meeting, or meetings, the file of each candidate is presented by the primary and secondary reviewers, and discussion ensues in order to assist each committee member to complete their individual reviews. After the candidate dossiers are complete in early January, each committee member reads all of the reviews all dossiers, provides a detailed written summary of the record of each candidate assigned to him/her for thorough review, and leads the discussion of those candidates before the committee in a second meeting, (usually in late January). At this second meeting, each candidate's record and qualifications for promotion are discussed thoroughly. Any committee member from the same department as a given candidate recuses him or herself from the work of the committee: they should not be present for leave the room during the discussion of that candidate and make no recommendation

regarding promotion (since they would have provided a recommendation within the department review.) Following all meetings, each Within a week after this meeting, each committee member completes afills out the standard A&S promotion evaluation form for each candidate, recommending for or against promotion, and returns these to the committee Chair. The Chair summarizes the Committee's recommendations for each candidate in a report to the Dean, and the individual evaluation forms are forwarded together with the committee Chair's report to the Dean.

c. *Junior Promotion and Tenure Committee*

Function. The Junior Promotion and Tenure Committee (JPTC) reviews the dossiers of faculty advanced by their departments for consideration for promotion from Assistant to Associate Professor, and reports its recommendations regarding each candidate to the Dean. As a distinct process, the committee also reviews the dossiers of those probationary faculty subject to mid-probationary review. (In special circumstances, it is possible for the Dean to convene a separate, and similar, committee to review only the mid-probationary files.) These reviews are considered by the Dean in formulating his/her recommendations in each case, and are forwarded to higher administrative levels together with the Dean's recommendation. Prior to forwarding recommendations on tenure and promotion to the Provost, the Dean will inform the Committee Chair about the decisions.

Membership. The SPC consists of nine members of the College faculty holding a rank of Associate or full Professor with tenure, appointed by the Dean. Committee membership is representative of the broad range of College disciplines and includes three members from each cluster when possible: Physical Sciences and Math; Social Sciences, and Humanities. Chairs from each cluster are asked to identify members. Members serve for two years on a rotating basis, staggered such that there is always a cadre of "senior" members and one of "junior" members. The chair of the SPC is chosen by the committee, usually from those members serving their second year.

Process. The SPC typically has multiple meetings. The first is organizational, in which information is provided by the Associate Dean for Faculty regarding those A&S faculty to be considered for promotion to Associate Professor, and awarded tenure, or, in the case of mid-probationary faculty, be considered for an additional probationary term. At this meeting the committee also chooses a Chair, and reviews the timetable for reviews. Each candidate is assigned a primary reviewer and a secondary reviewer, taking into consideration conflicts of interest. Both reviewers should review the entire file. Currently all materials are secured and available electronically.

Once files become available, all committee members are expected to familiarize themselves with all candidate dossiers. At a scheduled meeting, or meetings, the file of each candidate is presented by the primary and secondary reviewers, and

discussion ensues in order to assist each committee member to complete their individual reviews. Any committee member from the same department as a given candidate recuses him or herself from the work of the committee: they should not be present for the discussion of that candidate and make no recommendation regarding promotion (since they would have provided a recommendation within the department review.) Following all meetings, each committee member completes a standard A&S promotion evaluation form for each candidate, recommending for or against promotion, and returns these to the committee Chair. The Chair summarizes the Committee's recommendations in a report to the Dean, and the individual evaluation forms are forwarded together with the committee Chair's report to the Dean.

Function. The Junior Promotion and Tenure Committee (JPTC) reviews the dossiers of faculty advanced by their departments for consideration for tenure and for promotion from Assistant to Associate Professor and faculty advanced for mid-probationary review, and reports its recommendations regarding each candidate to the Dean. These recommendations are reviewed by the Dean in formulating his/her recommendations, and are forwarded to higher administrative levels together with the Dean's recommendation. Prior to sending his/her recommendations on tenure, promotion, and mid-probationary reviews to the Provost, the Dean will inform the Committee Chair about the decisions.

Membership. The JPTC consists of nine members of the College faculty having tenure and the rank of Associate or Full Professor. Members are appointed by the Dean each year, following consultation with departmental Chairs. Each chair is responsible for nominating at least one potential member of the JPTC each year. The precise nomination processes used are determined at the departmental level, but should include appropriate consultation with departmental faculty. Committee member terms are generally for two years and are staggered, in order to allow continuity from year to year.

Normally, membership is representative of the broad range of College disciplines and includes three members from each cluster: Physical Sciences and Math, Social Sciences, and Humanities. Members will be chosen by the Dean in order to provide new members as well as continuity from the previous year, and in order to reflect a broad range of departments and disciplines within the College. The Chair of the JPTC is appointed by the Dean.

Process. The JPTC typically has an organizational meeting late in the Fall semester, when information is available regarding which A&S faculty are being advanced for promotion and tenure and for mid-probationary review. At this meeting, the Dean and Associate Dean for Faculty discuss the Committee's charge and review the criteria for promotion specified in the *Faculty Handbook*. Promotion and mid-probationary candidates are assigned to committee members so that each candidate is reviewed especially thoroughly by two members.

~~After the candidate dossiers are complete in early January, each committee member reads reviews all of the dossiers, provides a detailed written summary of the record of each candidate assigned to him/her for thorough review, and leads the discussion of those candidates before the committee in a second meeting (usually in late January). At this second meeting, each candidate's record and qualifications are discussed thoroughly. Any committee member from the same department as a given candidate removes him or herself from the work of the committee: they leave the room during discussion of that candidate and make no recommendation. Within a week after this meeting, each committee member fills out the standard A&S promotion evaluation form for each candidate, recommending for or against tenure and promotion, and returns these to the committee Chair. The Chair summarizes the Committee's recommendations for each candidate in a report to the Dean, and the individual evaluation forms are forwarded together with the committee Chair's report to the Dean. A similar process is conducted for mid-probationary review candidates in February and the results are forwarded to the Dean.~~

d. *Sabbatical Leave Committee* 

~~In accordance with Faculty Handbook Policy C200 sec.8, the Dean will normally appoint a College-wide faculty committee, chaired by the Associate Dean for Faculty, to advise on all applications for sabbatical leaves. In cases of revised sabbatical leave requests, when the college committee cannot be convened, the Associate Dean for Faculty will review the application and advise the Dean. The Sabbatical Leave Committee is appointed yearly by the Associate Dean for Faculty, who chairs the Committee. The Committee consists of three tenured faculty, one each from the Humanities, Social Sciences, and Sciences. The Committee meets each semester and reviews and recommends sabbatical leave requests to the Dean. The Committee may ask candidates to clarify or strengthen requests as appropriate before making a recommendation to the Dean.~~

e. *Undergraduate Committee* 

*Function.* ~~The Arts and Sciences Undergraduate Committee (ASUC) is made up of representatives of the undergraduate units within the College. The overall role of Arts and Sciences Undergraduate Committee (ASUC) advises ASUC is to advise the Dean on all matters pertaining to undergraduate programs and undergraduate units within the college, and to provide a link between the Faculty Senate Curriculum Committee and decision-making in the College regarding undergraduate programs.~~

~~The ASUC will not duplicate the governance work of the Faculty Senate Curriculum Committee, but will maximize less formal communication and dialogue regarding the improvement of undergraduate education within the College and the development of new undergraduate programs. ASUC's purview will include, but is not be limited to, identifying, addressing, and troubleshooting~~

problems in undergraduate education that transcend any single department; advising the College in its efforts to support departmental recruitment and retention of minority undergraduate students; advising the Dean regarding proposals for new undergraduate programs and changes in existing programs; recommending improvements in college student advising processes; and following up on issues which surface from unit reviews involving undergraduate programs.

*Membership and Structure.* The committee is comprised of faculty from the undergraduate units within the College, and chaired by the Associate Dean for Curriculum and Instruction. The Chair of each undergraduate unit in the College will appoint a faculty member to the ASUC. Members are chosen under procedures defined by each department, which should include appropriate consultation with departmental faculty.

*Operation.* The ASUC will generally meet two times per semester. The Dean ~~of Arts and Sciences~~ will be asked to attend one meeting per year. At other times, the ASUC will be presumed to have access to the Dean and Associate Deans as appropriate for ongoing consultation. These Deans will offer staff support for such areas as scheduling meetings, arranging meeting space, coordinating with the Faculty Senate Curriculum Committee, taking minutes, etc. ~~Meetings of the ASUC will be convened by the Associate Dean for Curriculum and Instruction. Ten members will constitute a quorum.~~

f. *Graduate Committee* 

*Function.* The Arts and Sciences Graduate Committee (ASGC) ~~is made up of comprises~~ representatives of the graduate units within the College. The overall role of ASGC is to advise the Dean on all matters pertaining to graduate programs and graduate units within the College; to coordinate with the Dean of Graduate Studies on all matters affecting graduate programs within Arts and Sciences; and to provide a link between the Faculty Senate Graduate Committee and decision-making in the College regarding graduate programs.

ASGC will not duplicate the governance work of the Faculty Senate Graduate Committee, but will maximize less formal communication and dialogue regarding the improvement of graduate education within the College and the development of new graduate programs. ASGC's purview will include, but not be limited to, identifying, addressing, and troubleshooting problems in graduate education that transcend any single department; advising the College and the Office of Graduate Studies in their efforts to support departmental recruitment and retention of minority graduate students; advising the Dean regarding proposals for new graduate programs and changes in existing programs within the College; and following up on issues which surface from unit reviews involving graduate programs, and carrying any concerns regarding graduate education within the

College to the Faculty Senate Graduate Committee and the Dean of Graduate Studies, as appropriate.

*Membership and Structure.* The committee is chaired by the Associate Dean for Curriculum and Instruction. The Chairperson of each graduate unit in the College will appoint a faculty member to the ASGC. This will ordinarily be that unit's Director of Graduate Studies (or equivalent, for example Chair of Graduate Committee). The latter are chosen under procedures defined by each department, which should include appropriate consultation with departmental faculty.

*Operation.* The ASGC will generally meet two times per semester. The Dean of Arts and Sciences and the Dean of Graduate Studies will be asked to attend one meeting per year. At other times, the ASGC will be presumed to have access to both Deans and Associate Deans as appropriate for ongoing consultation. The deans will offer staff support for such areas as scheduling meetings, arranging meeting space, coordinating with the Faculty Senate Curriculum Committee, taking minutes, etc.

~~Meetings of the ASGC will be convened by the Associate Dean for Curriculum and Instruction. Ten members will constitute a quorum.~~

## 2. *Ad Hoc Committees*

The Dean has the authority to constitute and appoint ad hoc committees as needed.

Although the number and title of all committees may vary, they often include:

~~The following are the current (2003-04) ad hoc committees. This list will be amended yearly to reflect any changes in the committees or their structure.~~

### a. *Gunter Starkey Arts & Sciences Teaching Awards Committee*

These awards recognize individuals who have made significant contributions to the College's teaching mission. Three faculty and two teaching assistants are selected each year. The Starkey Teaching Award Committee is convened each year in the spring by the Associate Dean for Faculty and comprises the previous year's winners of the award – both faculty and graduate students. The Committee reads applications from departments for faculty and graduate student awards and ranks the candidates. The final decision on the awards is made by the Dean.

### b. *Regents' Professor and Regents' Lecturer Committee*

Regents' Professor is a special title bestowed on selected senior faculty members who, in the judgment of the Dean on the advice of a faculty selection committee, merit recognition of their accomplishments as teachers, scholars, and leaders both in university affairs and in their national/international scholarly communities. There are up to three such awards and the term is three years. The title is perpetual.

Regents' Lecturer is a special title bestowed on selected junior faculty members (Associate Professors) who in the judgment of the Dean on the advice of a faculty selection committee merit recognition for their scholarly, teaching and service accomplishments. There are eight up to three such awards and the term is three years. The title is perpetual.

~~As vacancies become available,~~ ~~t~~The Regents' Professor and Regents' Lecturer Committees are convened by the Associate Dean for Faculty. Both committees are composed of previous awardees. The Committees read applications from departments ~~for faculty and graduate student awards~~ and rank ~~the~~ candidates. Applications are also reviewed ~~and ranked~~ by the Associate Deans. The final decision on the selections is made by the Dean.

c. *Distinguished Professor Nominations*

The call for Distinguished Professor nominations emanates from the Provost. Following University guidelines for appointment of Distinguished Professors, once a department has agreed to support a distinguished professor nomination, and the Senior Vice (Deputy) Provost has reviewed the materials and conducted the Provost level evaluation, the Dean will be contacted for a recommendation on the candidates. The Dean will ~~constitute convene~~ a committee of current Regents' Professors, College Distinguished Professors and the Associate Deans to review and make recommendations to the Dean on candidates for this title. The Dean will report the results of the review and provide his/her recommendation to the Senior Vice (Deputy) Provost.

d. *Educational Properties Committee*

~~This Committee collects information on UNM properties generally located outside Albuquerque that have been, or could be, utilized by College departments or programs for their teaching, research, and outreach activities. The Committee advises the Dean on issues involving the acquisition, use, management, development, and disposition of such educational properties. The committee is composed of faculty from departments with interests in the properties. Members are appointed by the Dean for renewable yearly terms, and the Chair is selected by the Dean.~~

V. **Procedure for Electing Faculty Senators**

a. *-Representation.* The *Faculty Handbook*, section A51, article H.6a(i),  states that "There shall be one senator for each thirty full-time faculty members or major fraction thereof from each school [and] college...elected by the members of that faculty." ~~Currently, each of the 13 A&S Faculty Senators represents 27 A&S faculty. The College will make every reasonable attempt to abide by the Faculty Handbook and provide the requisite number of representatives at all times. A&SCollege~~

members of the Faculty Senate are determined by proportional representation based on departments or small groups of departments, as follows:

Physics and Astronomy: 1 Senator  
History: 1 Senator  
Anthropology: 1 Senator  
Foreign Languages and Spanish & Portuguese: 1 Senator  
Linguistics, Speech/Hearing, and American Studies: 1 Senator  
Economics and Philosophy: 1 Senator  
English and Communication & Journalism: 2 Senators  
Biology and Earth & Planetary Sciences: 2 Senators  
Mathematics & Statistics and Chemistry: 24 Senators  
Sociology, Political Science: 1 Senator  
Psychology and Geography: 1 Senator

Because it is possible that the number of faculty members within departments may change across time, and that adjustments in Senate representation may be needed in the future to maintain proper proportional representation, the Associate Dean for Faculty will monitor numbers of faculty in each department or departmental group once every two-four years to determine if any changes are needed in the composition of departmental groups or in allocation of Senators to the above groups.

b.

Election. Chairs of each department or departmental group will be notified by the Associate Dean for Faculty when it is time for their department or group to hold an election for the Senate. Departmental groups should coordinate election of their representative(s), according to a process agreeable to all the departments within the group. Each group is also responsible for electing an alternate representative. Chairs will report the selection of their Senate representative(s) to the Associate Dean for Faculty promptly, who will then notify the University Secretary. These results shall be provided by the last working day of the sixth week of the Spring semester. 

Terms for senators are two years. Initially, to establish a rotation, for departmental groups represented by two senators, the term of one senator will be one year and of the other, two years. Thereafter, all terms are for two years.

As current A&S representation is “at large” within the College, implementation of proportional departmental representation will be phased in as the terms of present Senators end, so that by the end of the two-year terms of Senators currently in the first year of their term, the proportional representation outlined in the section on Representation above is achieved.

Cc. Caucus. The College Senators may elect to organize themselves as a caucus in the College to provide information and advice to the Dean and Chairs Council on Faculty Senate matters of interest to the College.

## **VI. Approval and Amendment of By-Laws**

### **1. Approval**

An mail or electronic ballot with a copy of the By-Laws document shall be sent to the voting faculty of the College. Upon approval by a majority of those cast ballots and by the Dean, these shall become the permanent By-Laws of the College.

### **2. Amendment**

The Dean shall review and consider amending the College By-Laws at least once every seven ten years. Amendments may be proposed at any time by ten voting members of the Faculty Assembly, or by the Dean. Amendments shall be transmitted to the Faculty Assembly at least ten days before the scheduled vote takes place, and optionally discussed at a Faculty Assembly meeting before the vote. Ratification of amendments shall require the approval of a majority of the voting faculty of the College who cast ballots. If approved, amendments shall become effective at the beginning of the next academic semester.

In those areas which the College By-Laws entrust to the give discretion of the Dean, the By-Laws may be revised, without a faculty vote, be revised, to reflect changes in the College administrative structure. Such areas include the creation or dissolution of Ad Hoc Committees and the redefinition of the titles, qualifications, and duties of the Associate Deans and other administrators. When considering Such changes should, however, be made only after consultation the Dean may consult with the Chairs Council.

## Promotion of Lecturers Spring 2013

<b>Name (last)</b>	<b>(first)</b>	<b>Department</b>	<b>Promoted R\$ increase</b>
Shunkuri	Admasu	Africana Studies	Principal 3,000
Hofkin	Bruce	Biology	Principal 3,000
Fridrick	Christina	Biology	Senior 1,000
Howe	Kelly	Biology	Senior 1,000
Shaner	Marieken	Biology	Senior 1,000
Hendry	Judith	C&J	Principal 3,000
Shiver	Janet	C&J	Senior 1,000
Ho	K. Jo	Chemistry	Principal 3,000
Whalen	Lisa	Chemistry	Senior 1,000
Ray	Alisha	Chemistry	Senior 1,000
Bellew	Donald	Chemistry	Senior 1,000
Benz	Stephen	English	Principal 3,000
Peters-Newell	Marina	FLL	Principal 3,000
Bomberger	Machiko	FLL	Senior 1,000
Uentillie	Carole	Linguistics	Senior 1,000
Briand	Cathy	Math & Stats	Principal 3,000
Bolli	Jurg	Math & Stats	Principal 3,000
Odom	Boye	Physics & Astro.	Principal 3,000
Grigsby	Ellen	Political Science	Principal 3,000
Kierst	Peter	Political Science	Senior 1,000
Alley	Stephen	Psychology	Principal 3,000
Candelaria	Michael	Religious Studies	Principal 3,000
Wolne	Dan	Religious Studies	Principal 3,000
Gerber	Lisa	Religious Studies	Senior 1,000
Nettleton,	Sanrda	S&HS	Senior 1,000
Blaker	Katharine	S&HS	Senior 1,000
Total increase			52,000