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## Policy on Academic or Professional Leaders on Ohio State International Programs

**Definition:** An academic or professional not employed by or associated with Ohio State but deemed essential for leadership of an Ohio State global education program.

Leadership of international programs involving students from The Ohio State University is traditionally limited to currently employed faculty or staff and graduate students currently enrolled at Ohio State. In limited instances, an academic or professional not associated with Ohio State may be deemed essential and approved to accompany a program abroad. A request for approval must be submitted to the global education liaison and the chair of the department supporting the program or the appropriate head of the sponsoring unit for international programs not emanating from the colleges. Such request must include a solid rationale as to how the person(s) are essential to advancing the academic or co-curricular learning of the program. The rationale must be reviewed by the international risk manager (in consultation with the International Travel Policy Committee) and approved by the chair of the department supporting the program or the appropriate head of the sponsoring unit as applicable. The process of identifying academic or professional leaders deemed essential should occur during the program development process; it is not designed to help programs make enrollment targets or take the place of students.

This policy does not extend to family members as leaders. Please consult the separate policy on spouses and minor legal dependents. The policy on spouses and minor legal dependents only extends to spouses and children of resident directors and does not extend to academic or professional leaders approved by this protocol.

## Letter of Appointment as an Academic or Professional Leader Duties and Responsibilities

Global education, by definition, is a 24/7 involvement for participants and program leaders alike. In your position as program leader, daily interactions and close living quarters will acquaint you with student life and culture outside the classroom. You will be expected to establish appropriate boundaries between you and the students while you are leading a global education program. It is critical for you to understand and accept that you are a role model. Your behavior, actions, and words will always be on display. You must maintain professional and appropriate relationships with all students in your group, and avoid displays of preferential treatment and/or favoritism. As a leader you will be called upon to:

- Represent Ohio State in a professional and responsible manner.
- Assist the main resident director(s) in promoting and enhancing the academic integrity of the global education program.

- Assist students in meeting the academic, social, and cultural challenges of the global education experience.
- Assist the main resident director(s) in responding to emergency situations by following Ohio State's international emergency protocols.
- Maintain accountability for any funds entrusted to your care for program expenses.

In addition to in-country leadership responsibilities, all leaders are required to:

- Attend an Office of International Affairs pre-departure orientation for resident directors (the orientation can be accommodated at a distance).
- If local, attend all pre-departure meetings for participants.
- Read the Office of International Affairs Resident Director Global Education online resources.
- Be enrolled in Ohio State's supplemental international travel insurance offered through GeoBlue.

For the duration of your capacity as a leader of the program abroad, you are authorized and instructed to represent the interests of The Ohio State University as part of your official responsibilities to the University, and you shall be entitled to any immunity, insurance, or indemnity protection to which officers and employees of the University are or hereafter may become entitled.

This appointment includes no remuneration or compensation of any kind, and is subject to revocation at any time based on the reasonable discretion of the appointing authority.

## Release

In consideration of being granted the opportunity to serve as an academic or professional leader on an Ohio State program abroad, you also acknowledge and agree to the following release:

I do hereby release and forever discharge for myself and my heirs, executors, administrators and assigns, all officers, trustees, fellow members, employees, and agents of The Ohio State University who arranged, advised or supervised any portion of this activity, from all claims, demands, actions, and causes of action for personal injury or any other damage now existing or which may arise out of or be in any way related to their negligence or other conduct associated with this activity.

I understand that if I should violate the laws and regulations of any country visited as part of this travel experience, The Ohio State University may not be held liable for such conduct. I understand that if I should confront a personal legal problem, The Ohio State University

cannot officially represent me or my legal interests in dealing with a foreign legal system; nor can the University assume any direct responsibility for the actions of a foreign government.

In accordance with the foregoing, you are hereby appointed as an academic or professional leader for the Ohio State international program(s) specified below.

Name of Global Education Liaison: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Approving Department Chair or Unit Head: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Name of Academic or Professional Leader: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Resident Directors should submit the Departmental Representative Policy and Form along with this completed form to their RD Program Management application page on [globaleducation.osu.edu](http://globaleducation.osu.edu).