

SECTION 10
ACADEMIC AFFAIRS TRAVEL POLICIES

10.1 GENERAL TRAVEL INFORMATION

Governing Policies:

Fiscal Policies - http://inside.mines.edu/UserFiles/File/PoGo/Policies/FIN/FIN_Chapter_5.pdf

Procedure:

Travel policy and procedure information is maintained by the Controller's Office. All manner of travel information is available at http://inside.mines.edu/Accounts_Payable-Travel.

Travel Request and Authorization forms and Travel Expense Reports (TAs and TEs) are available on the CSM at http://inside.mines.edu/Accounts_Payable-Travel.

The TA form must be completed for all travel on CSM business, regardless of whether or not CSM funds are to be expended. Individuals traveling on CSM business may not be covered by CSM's insurance if a TA form has not been processed. Travelers are not required to submit TAs for trips less than 50 miles from CSM.

The TA, with the proper account code and signatures, should be initiated by the traveler in order for it to arrive in the Travel office a minimum of one week prior to the date of departure. A detailed purpose and justification must be shown on the TA. The form must be signed by the traveler, the Department Head, and the fund manager for the fund(s) listed.

The approval of the TA is as defined in the Signature Policy. The Dean must approve TAs for Department Head travel. The Provost, or his/her designee must approval all international travel, and any travel using Provost/Academic Affairs funds. The final approving authority shall forward the approved TA to Travel Office.

When a traveler completes his/her trip, the Travel Expense (TE) portion of the required form must be completed, again whether or not CSM funds are used. The TE portion should be approved as defined in the Signature Policy.

For additional information please refer to the Travel website referred to above or contact the Travel Office at (303) 273-3274

Last Revision:

September 23, 2014

10.2 PETROLEUM INSTITUTE SEMESTER POLICY AND GUIDELINES FOR FACULTY

This policy applies to full time academic faculty from the Colorado School of Mines (“CSM”) who as a part of their normal academic duties are assigned by CSM to the Petroleum Institute in Abu Dhabi (“PI”). For purposes of this policy, full-time academic faculty are defined as persons holding the following ranks:

- Instructor
- Lecturer
- Senior Lecturer
- Assistant Professor
- Associate Professor
- Professor

Purpose

The Colorado School of Mines and the Petroleum Institute in Abu Dhabi are engaged in a project to develop a new university dedicated to education and research in the sciences and technologies that support the petroleum industries in the Arabian Gulf region. As a part of this academic partnership, CSM is bound contractually to assist the PI in developing curriculum for its undergraduate and graduate degree programs. To this end, it is desirable and mutually beneficial that CSM faculty be encouraged to spend an academic term at the PI teaching and developing curriculum. While on assignment at the PI, the CSM faculty member will not engage in any administrative duties.

Faculty who are eligible for sabbatical leave may apply to the PI for sabbatical placement following the normal guidelines as outlined in the CSM Faculty Handbook (Section 10.10). From time to time, faculty who either are not eligible for sabbatical leave or choose not to use sabbatical for this purpose may elect, at the discretion of the PI and CSM, to be assigned from CSM to the PI for up to one semester. This policy addresses the terms and conditions of such appointments.

Procedure for Application

CSM faculty wishing to apply under this policy must first obtain a letter of invitation from the Chief Academic Officer of the PI. The CSM faculty member must then write a brief proposal that describes the proposed activities during the time spent at the PI. This proposal must stress the benefits that will accrue to both the faculty member and CSM as a result of this appointment. The Department Head of the applicant’s department will be required to endorse the faculty member’s application, including an explanation of how the applicant’s duties will be covered in his/her absence. The endorsed proposal will be forwarded to Academic Affairs, and if deemed meritorious, the proposal will be approved by the Provost and forwarded to the Board of Trustees for final approval. Upon return from the PI, the faculty member shall submit a report to the Board, including a summary of his or her activities while on assignment at the PI and the benefits derived by the faculty member and CSM.

Remuneration

A CSM faculty assigned to the PI will be paid by CSM, and will remain a full-time member of the academic faculty of CSM with all of the rights and privileges pertaining thereto. The faculty member will continue to accrue PERA benefits. CSM will invoice the PI for the faculty member’s salary, benefits, and institutional overhead at the off-campus rate.

Last Revision:

July 2, 2014

10.3 INTERNATIONAL TRAVEL STUDENT POLICY

Background

The Colorado School of Mines strives to be an institution with global reach as well as one that brings global perspectives to its core activities in teaching, research, and service. As such, it is well understood that it is desirable to encourage and facilitate student travel abroad. While all travel entails some degree of risk, travel to some locations, and activities associated with this travel, may involve more risk than others. This policy establishes guidelines and expectations that students, and faculty leading students, must follow while on university-sanctioned or funded travel abroad.

Definitions

Student(s): includes any individual who has been officially admitted into the School of Mines, and is a currently enrolled (e.g., not on a leave of absence, suspended, etc.) in an active degree program.

Faculty Sponsor(s): is any CSM employee (e.g., academic faculty, administrative faculty, research faculty, adjunct faculty, student employee) having primary responsibility in promoting, organizing, leading, or conducting a sponsored activity as defined below. Faculty sponsors, in the case of group sponsored activities, may accompany students abroad. But, as will often be the case for individual sponsored activities, faculty sponsors may remain resident at CSM while students under their sponsorship travel abroad.

Non-Sponsored Activities (group or individual) include:

- Travel that has no connection to the School of Mines or its educational, research, and services activities. Examples include personal travel (vacation), mission/service trips that are unaffiliated with a CSM organization, and any other travel not described in the definition of *Sponsored Activities*.
- Travel that is organized by an entity other than CSM, even when participants are recruited through CSM student organizations or other on-campus marketing efforts, as long as CSM has no role in overseeing, awarding credit, or funding the travel.

Sponsored Activities (group or individual) include:

- All credit-bearing or degree-advancing international travel (e.g., study abroad, exchange programs, thesis research, approved individual study activities such as conference attendance, internships, or faculty-led field trips);
- Travel organized on behalf of a registered student organization or athletic team;
- Activities funded in whole or in part by the School of Mines (e.g., CSM funds held or disbursed through student organization agency funds, fellowships, grants, including research grants and contracts, foundation funds, and research assistantships)

Student organization agency funds affected by this policy include, but are not limited to, money donated to CSM that is raised by student organizations through fundraisers and contributions from other CSM entities, such as student organizations, colleges and academic departments, or administrative offices.

Scope

This policy applies to students and faculty sponsors who are taking part in a sponsored activity as defined above. CSM assumes no responsibility for non-sponsored activities as defined in this policy.

In some instances, travel abroad may contain both *sponsored* and *non-sponsored* components. In these cases, the portion of the travel deemed *sponsored* must comply with the policies set forth below. In addition, the Director of the Office of International Programs may require completion of a waiver of liability for the *non-sponsored* portion of the travel.

Under no circumstances will activities conducted, or outcomes obtained as part of a *non-sponsored* travel event be considered after-the-fact as a *sponsored* event. This includes, but is not limited to any potential liability associated with the event or to the awarding of any academic credit for outcomes achieved during the event.

Oversight Authority for Ensuring Policy Compliance

The Director of the Office of International Programs (OIP) has primary responsibility for approving sponsored activities and ensuring policy compliance for these activities. Processes, procedures and documentation required for ensuring OIP oversight of, and obtaining OIP approval for international travel involving students are available on the OIP website.

Policy

All student travel to international destinations related to sponsored activities must comply with the following requirements.

Approval Requirements: To be approved as a sponsored activity, the proposed activity must meet the following set of minimum requirements:

- Activity must have a Faculty Sponsor(s),
- The intent of any sponsored activity must be aligned with appropriate institutional, programmatic or student organization objectives. Appropriateness must be documented by the Faculty Sponsor and certified by the sponsor's direct supervisor. The Director of OIP shall require this documentation and certification as a condition of institutional approval of the sponsored activity. The Director shall refer to the Associate Provost instances in which he/she perceives there may be a lack of alignment in the proposed activity so that the Associate Provost can work with the faculty sponsor to ensure appropriate institutional alignment.
- Sponsored activities that include absences from regularly scheduled classes must receive excused absence permission from the Associate Dean of Students as per the Excused Absence Policy (Academic Affairs Procedures Manual, Section 7.2).
- In cases of a sponsored activity involving a group of students traveling with a faculty sponsor, at least two Faculty Sponsors must accompany the group. If the group is mixed gender, Faculty Sponsors must also be of mixed gender.
- Participants, students and Faculty Sponsors, must provide appropriate itinerary documentation, contact information, insurance coverage, safety and emergency planning, and/or liability waiver requirements. Specific requirements may vary depending on the nature and location of the travel and the international travel experience of the students and Faculty Sponsors involved. The Director of the OIP has authority to define the specific requirements for each sponsored activity.
- Students or Sponsors intending to travel to a destination for which the State Department has issued any level of warning should discuss this warning with the Director of the OIP as soon as possible. CSM will not approve any sponsored activities in a location for which the US State Department has issued a warning that orders departure of US dependents and non-emergency

personnel; recommends that US citizens depart the country; or advises US citizens against travel to the country.

These restrictions will apply through the date of departure. If such a warning comes into effect after the student's departure, the University reserves the right to end its sponsorship at that time, and to require the student(s) to end the trip and leave the country. Such determinations will be made on a case-by-case basis. During and before their travel abroad, students and faculty sponsors, should monitor the State Department web site for up-to-date information about changing conditions.

- In crafting individual volunteer or experience-based programs, or Faculty Sponsored group activities, students and faculty sponsors are strongly encouraged to seek out and work with recognized Governmental or Nongovernmental Organizations (NGOs), or in the case of students employed privately (i.e., interns), companies. These organizations can not only provide access to meaningful opportunities abroad, but can also provide significant support services that help meet the requirements of this international travel policy. The Director of the OIP can assist faculty and students in vetting the services provided by NGOs toward compliance with these policies.
- CSM expects students to have access to 24/7 support while on a sponsored activity. When Faculty Sponsors travel with students, the Sponsor often provides this support. As such CSM does not, in general, encourage spouses or family members to accompany the Sponsor. In the event a spouse or family member is to travel with the group, either in an official or unofficial capacity, the Sponsor must notify the Director of OIP prior to embarking on the trip.

Sponsors traveling with a non-CSM affiliated spouse or family member must understand and acknowledge that his/her first obligation is toward the instruction, support, and safety of the students with whom he/she is traveling. In addition, travel for the nonaffiliated spouse or family member may not be funded or supported in any way through the use of CSM resources.

Further, students, Faculty Sponsors and the Director of OIP have the following responsibilities in the conduct of these activities.

Student Responsibilities include:

- *Registration:* Participation in a sponsored activity requires continuous registration at CSM. This will often be accomplished in the form of a zero-credit hour x97 study abroad course.
- *Travel Orientation:* Participation in pre-departure orientation events sponsored by the OIP is mandatory.
- *Conduct:* While abroad, all students are expected to abide by the laws of their host country. Additionally, CSM regulations concerning student conduct also apply to students studying abroad. Students may be disciplined through CSM conduct code procedures for incidents that occur off campus.
- *Safety:* While Faculty Sponsors have overall organizational, instructional and safety responsibilities, all CSM students traveling abroad on a sponsored activity have primary responsibility for ensuring their own safety. Before departure all students traveling abroad must provide the Office of International Programs written acknowledgement of their understanding of the risks of such travel. Additionally, students under the age of 18 must additionally obtain parental acknowledgement of an understanding of the risks involved.

While on a sponsored activity, students seeking travel outside of the primary destination must notify the Faculty Sponsor of such travel and provide the Sponsor appropriate contact information.

- *Insurance Coverage:* All students participating in a sponsored activity are required to have medical insurance comparable to CSM's student health insurance that will provide coverage from U.S. departure until return to the U.S. including in the country(ies) in which they will be traveling.
- *Itinerary and Contact Information:* As directed by the Director of the OIP, students traveling abroad on individual sponsored activities must provide a detailed itinerary of their trip. If this itinerary changes during the trip, the student must contact the Director of the OIP and the Faculty Sponsor(s) with updated itinerary and contact information.

Faculty Sponsor Responsibilities include:

- *Planning:* Faculty Sponsors have primary responsibility in planning sponsored activities, whether group or individual, and engaging the Director of the OIP to ensure all pre-departure institutional processes and procedures have been met.
- *Travel Orientation:* Faculty sponsors are strongly encouraged to actively participate in pre-departure orientation events sponsored by the OIP. In addition, Faculty Sponsors have primary responsibility for preparing students for the academic and cultural challenges associated with the sponsored activity.
- *Academic Oversight:* When academic credit is to be awarded for the sponsored activity, it is the primary responsibility of the faculty sponsor(s) to establish the outcomes by which credit will be awarded, assess student achievement in meeting these outcomes, and assign final grades for the credit awarded.
- *Travel Support:* Faculty Sponsors, whether traveling with participants or not, provide frontline support to students participating in a sponsored event. As such, Faculty Sponsors should be immediately available to students, either directly or electronically. Faculty Sponsors, working in close coordination with the Director of the OIP, should be in direct contact with students and be able to contact the Director or his/her delegate, at any time, in case of emergency.

Faculty Sponsors are advised to consult State Department warnings upon initiating plans for travel and continue to do so regularly until the activity is completed.

- *Incident Reporting:* As required by the Director of the OIP, the Faculty Sponsor shall report to the Director in a timely and complete manner the specifics of any incidents that have occurred involving students or the Faculty Sponsor.

Director Responsibilities include:

- *Pre-Trip Planning:* The Director shall provide timely guidance, advice and support to Faculty Sponsors and students planning international activities.
- *Planning and Approval Process:* The Director shall publish and maintain the formal process and timelines by which students and Faculty Sponsors shall be granted institutional approval for a sponsored activity.

- *Orientation:* The Director will provide pre-departure orientation events.
- *Registration:* The Director and the Office of the Registrar will work together to ensure existence of, and student registration in appropriate academic courses while students are abroad.
- *Travel Warning Monitoring:* The Director shall monitor pertinent travel warnings and provide faculty sponsors of travel warning updates in a timely fashion.

The Director will provide a list of students/faculty abroad with contact information and other information as appropriate (allergies, medications, etc.) to CSM administrative units including police, finance, CCIT, the Provost's office and others as necessary to know in the event of an emergency.

- *Travel Support and Monitoring:* The Director shall maintain itinerary and contact information for all students and Faculty Sponsors engaged in sponsored activities. He/she will act as the 24/7 institutional contact in case of emergency, advise the institution of situations as they arise, and provide support to students and Sponsors in the event of an emergency.
- *Incident Tracking and Reporting:* The Director shall be the institutional lead for documenting, tracking and reporting incidents that occur while students and Faculty Sponsors are abroad. The Director shall maintain internal documentation of these incidents, inform constituents – including parents and students – as needed, use these to inform proposed policy recommendations, and report as required by the Clery Act and any other applicable federal or state regulations.

Last Revision:

September 23, 2014