

## Asia Council Program Director Guidelines for Summer Study Abroad Programs

### I. List of responsibilities of the position and requirements for those that would hold the position.

#### A. General Responsibilities:

1. The program director will perform as the leader of a team that includes faculty and/or site directors from the USG, the chair and executive council of the Asia Council, and the leadership and contact persons at the program site in Asia.
2. The program director will communicate regularly with the Asia Council, site directors, faculty, and contact persons at the program site in Asia regarding program academic content, excursions and field trips, costs, obligations and benefits for students and faculty, deadlines and program changes, and other matters related to organizing and conducting the program.
3. The program director will work closely with selected faculty and Asia Council campus representatives in planning and conducting recruiting and enrollment activities at USG institutions and in assisting program faculty in marketing and recruitment activities.
4. The program director will be thoroughly familiar with crisis management policies and all other policies and procedures for USG study abroad programs and will assure that these policies and procedures are followed at the program site, including regular contact with the Asia Council chair and/or the Asia Council representatives in cases of serious illness or other emergencies.

#### B. Specific Responsibilities:

1. In cooperation with the Asia Council Chair, the program director will develop an overall program budget and set the package cost for the program.
2. The program director will coordinate and encourage recruitment efforts, including the design of program literature, attendance at study abroad fairs, and general recruitment activities.
3. The program director will negotiate airfares and book reservations in collaboration with the Asia Council Chair and committee members.
4. The program director will participate in selecting faculty for participation in the program.

5. The program director will organize student handbook and other student orientation materials and lead orientation for students and faculty.
6. The program director may travel to the program site in Asia five days to a week in advance of the group's arrival to assign rooms, clarify any problems, plan the first few days of the program, and arrange the group arrival and settling in.
7. The program director will organize and conduct an on-site orientation once the group arrives in Asia.
8. The program director will meet regularly on site with site directors, site staff, and program faculty to discuss problems, resolve difficulties, and implement a collaborative approach to program management.
9. The program director will assure communication within the group by arranging regular dorm meetings, establishing a bulletin board for announcements, and keeping (with the site directors) regular office hours.
10. The program director will monitor the academic program to be sure that students are receiving instruction as negotiated, and that students are abiding by attendance and performance requirements.
11. The program director will assure that in the last few days of the program, program and course evaluations are completed by students and faculty, collected, and sent to the Asia Council Chair for review.
12. The program director will assure that students' grades are compiled and submitted to the the appropriate offices or representatives.
13. The program director will assist in selecting and training site directors for their roles in the program, in collaboration with the Asia Council chair, and/or executive body.
14. The program director will arrange with the Asia Council chair and treasure to disburse funds to pay for program costs in the U.S. and abroad, to purchase foreign currency, and to pay for any other additional expenses of the program. In this regard, the program director will be accountable, through receipts and written records, of how funds have been disbursed.

II. Who appoints directors and how long is the term of the appointment?

The program director is appointed by the chair of the Asia Council in consultation with the former program director (when applicable), the vice-chair, and the study abroad committee. Upon approval, program directors will serve for a period of three years. Directors will be reviewed annually by the chair of the Asia Council.

III. How do they resign?

In the case of a program director's desire to resign, when possible, the program director should give a year's notice in writing and work with the incoming director to ensure a smooth transition.

Program directors are encouraged during their tenure to "groom" site directors and other faculty participants in the study abroad programs for the role of future program director so that the program can continue beyond the tenure of a particular individual.

IV. What do program directors have the authority to do without consultation with the Asia Council chair?

Program directors may make minor on-site financial decisions, design group activities, and make final decisions about field trips (in consultation with the faculty) without the approval of the chair. Program directors may not make unanticipated major budget decisions without the approval of the chair.