FACULTY & ADMINISTRATIVE PROCEDURAL CHECKLIST
FOR CONDUCTING AN INTERNATIONAL FIELD STUDY COURSE

Any Faculty Member interested in conducting an International Field Study Course must carefully follow the university-wide procedures listed below:

1. Read the Faculty & Administrative Procedural Checklist (this document).

2. Read the University-Wide Guidelines for International Field Study Courses.

3. Read the University Counsel Checklist of Legal-Related Procedures for Pace-Sponsored Short-term Study Abroad Programs.

4. Collect and/or complete the following documents:
   ___ Faculty Application for International Field Study Course (see form for details)
   ___ Request for International Field Study Program Budget (see form for details)
   ___ Academic outline of the course, including topic, goals, requirements, readings, etc.
   ___ Itinerary for course, including dates, cities/countries, lectures, visits, activities, etc.
   ___ Copies of all early correspondence and contractual agreements with travel agencies, hotels, airlines, host educational institutions, insurance carriers, etc.

5. Submit all documents listed above to the Department Chair and then the Associate Dean or Dean for review and approval signatures on the Faculty Application.

6. Once reviewed and approved, the Office of the Dean will forward copies of all materials to the Office of International Programs and Services.

7. The Office of the Dean will also forward copies of all materials to the Office of University Counsel for review. It is important that the Faculty Member work with the Office of University Counsel on an ongoing basis to complete all contractual agreements.

8. The Office of the Dean will forward the originals of all materials to the Office of the Associate Vice President for Finance and Administration for budget approval, assignment of a special budget number, and consideration of insurance coverage.

9. Once reviewed and approved by the Associate Vice President of Finance and Administration, all original materials will be returned to the Associate Dean or Dean, who will keep the originals in the Dean’s office and forward copies to the Faculty Member.

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10. At this point, formal preparations for the course may begin and the Faculty Member may proceed with recruiting and screening of student participants.

11. Once students have registered and the class list has been finalized, the Faculty Member must forward the final list of student and faculty/staff participants with the CRN# to the Office of General Services to finalize insurance coverage.

12. The Faculty Member should also forward the final list of student and faculty/staff participants to the Office of International Programs and Services. In turn the Office of International Programs and Services will forward a packet of study abroad resource materials to the Faculty Member. The Release and Waiver Form and information that will be helpful in orienting the students will be included in this packet.

13. Once the students have received their orientation and completed the Release and Waiver Forms, the Faculty Member should forward all original forms to the Office of International Programs and Services. A copy of each waiver, which contains emergency contact information, should be keep by the Faculty Member (and brought on the trip) and copies should also be given to the Dean’s office (and the Department Chair’s office if desired).

14. As travel plans progress, all final contracts must be forwarded to the Office of University Counsel, which will forward them to the Executive VP of Finance and Administration for final signatures. Please note that the Executive and Associate VPs of Finance and Administration are the only individuals who have authority to sign contracts on behalf of Pace University.

15. All payments for plane tickets, accommodations, etc. should be made with Pace University checks, which should be requested through the Accounts Payable system. If a special situation exists or special payment arrangements need to be made, the Office of the Associate Vice President of Finance and Administration will assist.