

From: Delvendahl, Tammy
Sent: Monday, August 24, 2009 2:29 PM
To: Faculty; Becraft, Michael; Byrd, Sherryl; Cox, William; Denley, Tristan; Dennis, Dixie; Denton, David; Hardin, Carlette J; McGee, Julia; McQueen, Harriett; Pinder, Charles; Reagan, Carmen; Rousselot, Tina; Taylor, Cindy; Taylor, Jaime; Webb, Dixie J; Weber, Joe
Cc: Brisson, Bertha; Delvendahl, Tammy; Dillard, Mary; Forbus, Linda; Fraley, Tami S.; Garrett, Cheryl; Goldman, Lori; Hemingway, Denise; Lee, June; Phelps, Lisa; Shearon, Deborah; Wilson, Stephanie; Yarbrough, Lynne
Subject: FW: Travel

I have received several requests to clarify Academic Affairs' understanding of expectations for faculty when they are travelling with students. I hope that this memo will illuminate some of the issues involved.

When students are under the direct control of a faculty member in a setting analogous to a classroom lesson faculty should ensure that students behave according to the university's rules and policies, and also the laws of that locale. It is advisable to make clear to students when such sessions begin and end by convening and dismissing class. In those times adjacent to the organized events of the day, faculty are expected to have oversight over students similar to that which they have over students on campus. Outside of the organized events of the day, faculty are expected to interact with students in a reasonable and prudent fashion, consistent with their being a representative and ambassador of the university.

When students must travel to a required event, faculty should make arrangements to ensure that students have a safe form of transportation to and from the event.

By the nature of the variety of activities covered by this topic, these thoughts are broad. However, I hope that they can form a framework for discussions of particular plans. The International Education Office has more detailed guidelines and best practices to better advise faculty who are travelling with groups of students abroad.

Tristan Denley

Provost and Vice President of
Academic and Student Affairs
Austin Peay State University

Tel: 931 221 7676