

Short Term Off-Campus and Extra Cost Staffing:

Only the faculty members approved to teach the course, staff approved to accompany the course, and students registered in the course may participate in off-campus travel. Requests for exceptions to this policy must be made when proposing the course, with a narrative outlining the role of and arrangements made for the individuals accompanying the course (for example, for dependents of the faculty leading the course).

It is best practice for courses with significant travel and/or large enrollments, that there are two leaders for the course. This would include a lead faculty member and either a secondary faculty member or an approved staff member. The need for a second Bates employee is removed when partnering with an on-site study abroad provider that includes 24/7 support.

If two faculty members are instructors of record for a short term course, each would receive teaching credit for the course dependent upon approval by their department or program.

In selecting a second Bates employee (faculty or staff) please be aware that Bates policy states that family members cannot report to another family member, including partners/spouses. This is outlined in Section 214 of the Employee Handbook. This would apply to the faculty/staff of short term courses.

The exempt/non-exempt status of a staff member may matter to the budget and approval of a staff member joining an off-campus short term as a leader. Please reach out to Darren Gallant to discuss these details prior to deciding on a secondary leader.

It is possible to hire an outside support staff member, however, there are additional considerations related to taxation, reporting, and applicability of local jurisdiction employment laws. It is often easier to partner with an organization instead of paying an individual directly. Individuals would need to be legally able to work in the USA and pass a background check prior to the start of the program.