

Faculty-Led Programs Handbook



**Northeastern University
Global Experience Office**

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The Basics

What is the Global Experience Office (GEO)?

Under the Office of the Chancellor, GEO manages a large and varied portfolio of global experiences for undergraduate students. The office is comprised of two management structures: Global First Year Programs, which manages programs like N.U.in and Global Scholars, and Study Abroad, which manages traditional term and summer study abroad programming, incoming exchange, and faculty-led programs. GEO is committed to providing Northeastern students with intellectually challenging and culturally enriching opportunities worldwide. These experiences not only complement students' on-campus studies but also prepare them to become effective leaders in an increasingly global community.

Who works in GEO?

Under the oversight of the Office of the Chancellor, in the Education Innovation division led by Senior Vice Chancellor Liz Zulick, the Study Abroad team is managed by Katherine Macfarlane, Senior Director of Study Abroad. Meisha Swaby, Director of Faculty-Led Programs, reports to Katherine and leads the faculty-led programs (FLP) team in partnering with faculty to create intentional academic programs that are culturally relevant and financially sustainable. For more information on staff in each team, please visit our [Staff Directory](#). The majority of GEO staff are based in Boston, with additional staff in Oakland.

What is a Faculty-Led Program?

Faculty-led programs at Northeastern currently fall into two primary categories: Dialogue of Civilizations (DOCs) and Embedded. DOCs fall into either the Summer Session A or Summer Session B terms, include two 4-credit NU courses, and can take place globally or here in the United States. Each DOC must be at least 30 days, and the size of the group and destination(s) depends on the goal of each program. A DOC should utilize both the destination and the curriculum to achieve the desired goals and learning outcomes.

Embedded programs are typically a week-long component of a semester-long NU course taught on a Northeastern campus.

Have an idea for a new type of program? Let us know! We love partnering with faculty to create innovative new experiences for students.

Who else do I work with?

The *OTC Finance and Operations* team plays a pivotal role in ensuring all GEO programs run smoothly and according to plan, including logistics, finances, and staff hiring. Faculty work with their FLP staff member to determine the program's finances, and OTC Finance and Operations manages expense reconciliations and holds both GEO and faculty accountable to the agreed upon program costs.

The *Global Safety Office (GSO)* works with GEO throughout the year to support faculty-led programming. Their team reviews program itineraries during the proposal phase, provides pre-departure orientation and training to faculty leaders, program assistants, and students, and leads emergency response efforts during programs.

Policies & Expectations

- **Academics**

Dialogue of Civilizations (DOC) programs must have a minimum of two 4-credit courses and a program destination that pertains to the course subject(s) and enhances the educational experience. Faculty establish expected learning outcomes for students and develop a program that leads to the realization of these objectives.

- **Logistics**

Faculty collaborate with GEO to identify a program provider, develop a budget, and make necessary arrangements for academic, administrative, and travel needs. If full-service vendors are not available in the program location, alternate vendors must be approved by both GEO and GSO. A full-service vendor is defined as an individual or organization that employs local staff and can contract with Northeastern to provide housing, in-country transportation, in-country cash payments, tours, group meals, guides, and other relevant services. Any vendor, including full-service vendors, must provide Northeastern with insurance verification to the limits outlined by the Office of Risk Services for the product or services they are delivering, accept electronic payment, and have in place a contract (or agree to accept NU contract terms and liability language), safety records, security plans, and contingency options (where applicable).

- **Housing**

Faculty housing in-country will either be obtained by the faculty member, subject to approval and reimbursed by the university or chosen and provided by the university to the faculty, at the university's expense, at the university's discretion. Faculty leaders agree they will abide by all rules, laws and policies governing their conduct while residing in housing accommodations while on the program, including usage limitations and/or obligations. The individual faculty member, not the university, will be liable for all expenses and liabilities incurred as a result of failure to comply with the applicable rules, laws and policies of the housing provider, including, but not limited to, any usage outside the university's regular usage limitations relative to housing accommodations it chooses and provides and/or which arises out of their breach of any agreement the university has with a landlord or housing provider. Faculty housing must be within a 30-minute walking distance of student housing if program staff (Program Assistant or Co-Faculty) reside in the same building as students. If program staff are housed separately, faculty housing must be within a 15-minute walking distance of student housing.

- **Health & Safety**

Faculty must participate in all required Health & Safety Workshops and follow the guidance of GSO and GEO, which is subject to change at any time based on world events. Faculty must understand the potential risks associated with travel in their destination and become familiar with health and safety protocols and resources so they are prepared to address on-program incidents. In case of an incident affecting the health, safety, or security of a student while abroad, faculty must complete a Global Incident Report Form (GIRF). DOC program approval may be rescinded or restricted in future years due to policy violations, failure to report, and/or safety concerns. All faculty are required to be certified in first aid, CPR, and AED.

- **Risk Assessment**

Faculty must review the [US](#), [UK](#) and [Canadian](#) travel safety advice, as well as the travel health guidance from the [US](#) and [Canadian](#) governments for their program destinations. In the Phase 2 Proposal, faculty must provide a detailed risk assessment and overview of the destination-specific risk mitigation information they will provide to students.

- **Marketing and Recruitment**

Faculty leaders are responsible for promoting their specific program, engaging in student outreach, reviewing student applications, and selecting program participants. GEO will arrange Global Experience Fairs and support faculty in program promotion and the promotion of DOCs in general to the university community.

- **Resource and Pre-Departure Orientations**

Faculty must hold at least three (3) pre-departure orientations for students. Faculty must communicate clear expectations for the program, including program goals, learning objectives, cultural considerations, and appropriate conduct. These expectations should be communicated at least once during the three mandatory pre-departure meetings, and again once on-site. Faculty should be prepared to answer student questions or refer them to appropriate sources on an ongoing basis, both pre-departure and in-country. Destination-specific health and safety information and risk mitigation tips must be provided to students during one of these meetings.

- **Program Leader Requirements**

All DOCs must have a minimum of one (1) Northeastern faculty leader and one (1) Northeastern Program Assistant or Co-Faculty. Groups larger than twenty (20) students require at least one (1) additional Northeastern Program Assistant or Northeastern Co-Faculty. Groups larger than thirty (30) students require two (2) additional.

- “Northeastern Faculty” are defined as full-time faculty at the university who have taught a minimum of two years on a Northeastern campus. Part-time or retired faculty and/or full-time faculty with less than two years at Northeastern may serve as faculty leader by Dean appointment.
- “Northeastern Co-Faculty” is defined as any Northeastern faculty member (full-time or part-time) or individual approved and hired by the college for the program.
- “Northeastern Program Assistant” is defined as an individual who has completed undergrad and can be hired and paid directly by Northeastern.
- Vendor-hired assistants, faculty, and undergraduate students are permitted as supplementary to the program but may not count towards the above-stated minimum.

Faculty and program assistants must maintain applicable work authorization(s), related documentation (e.g. passport), and the ability to validly enter and remain in all relevant countries of proposed travel.

Pursuant to Northeastern’s [Policy on Employment of Relatives](#), **relatives may not be hired as co-faculty or program assistants. Relatives may only be hired as vendors with authorization from the Senior Vice President responsible for their department.**

- **Professional Conduct Requirements**

Faculty leaders and co-leaders must adhere to the University’s Faculty Handbook, GEO’s Faculty-Led Programs Handbook, the Policy on Professional Standards and Business Conduct, and the Code of Ethical Conduct as well as all other University policies. This appointment is contingent on adherence to these policies and failure to adhere to these policies may result in the termination of this and/or future appointments. More information on the faculty incident review process can be found [here](#).

- **Leave of Absence**

If faculty anticipate being out for an extended period due to a leave of absence during the proposal process, or if an unexpected absence occurs, they should speak with their Faculty-Led Programs team member as soon as they know they will be out on leave. The program may need to be shifted to another academic year if the faculty will be unable to meet the requirements such as marketing, recruitment, pre-departure orientations, and other such workshops and trainings.

- **Student Conduct & Engagement**

While on the program, faculty are expected to be actively engaged with students and support student experiential learning each day of the program. Faculty are expected to hold students to Northeastern’s Student Code of Conduct.

- **Alcohol**

Faculty leaders hold a position of authority and responsibility while leading a program and must be capable of addressing an emergency should it arise. As a result, it is strongly advised that their alcohol consumption be minimal, both at formal program functions and any informal gatherings. Participation in and/or accompanying students to social events that involve excessive consumption of alcohol can imply that drunkenness is acceptable and may send a contradictory message regarding responsible drinking.

Many programs take place in locations where cultural norms and/or laws regarding alcohol are different from those of the United States. Both before departure and while abroad, students should make responsible decisions regarding alcohol. To help them with this, faculty may want to remind them of the potential consequences of alcohol misuse. If students choose to consume alcohol while abroad, responsible behavior and moderation is expected. Students are responsible for their behavior and any misconduct related to the consumption of alcohol while abroad.

Faculty are encouraged to review the [Northeastern University Code of Student Conduct](#), which outlines the Alcohol Policy for Northeastern University students.

Program funds may never be used to purchase alcohol for students or faculty. This restriction includes program-sponsored events like orientations and dinners at Northeastern University and abroad. Alcohol consumption (eg. “wine tasting”) cannot be included as either a required or optional program activity.

- **Cellphone Connectivity**

While in-country, faculty must always have in their possession a cell phone capable of making and receiving international calls with and without Wi-Fi connectivity. Faculty should program critical Northeastern phone numbers into their phone and follow the on-arrival connectivity procedures communicated by GEO within 24 hours of arrival in-country to verify the safe arrival of faculty and students, and to ensure the cell phone works. Review the university [Connectivity Requirements](#) for more information.

- **Guest Policy:**

Please see comprehensive guest policy on page 12.

- **Travel Registration Requirements**

The university’s Policy Requiring Registration of University Travel requires that you register your travel prior to departure through My Travel Plans at <https://me.northeastern.edu/>. If you are a registered traveler, while in and performing duties for the program, you will be offered the services made available to Northeastern travelers, including emergency services through Northeastern, its third-party service providers and insurers. You must also have personal health insurance that provides coverage in the destination of your assignment and during travel. Additional information can be found at <https://globalsafety.northeastern.edu/>.

- **Additional Expectations**

- Faculty should not buy or give students any medication, whether ibuprofen or narcotics.
- Faculty must not leave students behind, including after their program concludes, and always account for all program participants before moving locations.
- Faculty must not violate a participant’s right to privacy. Urge other participants to avoid discussing emergencies or other situations in which they are not directly involved.
- Faculty *must not* call or speak to parents without first determining the participant’s FERPA status and obtaining the appropriate permission. GEO can assist in determining this status.
- During the program faculty must not leave the host city without the student cohort without prior authorization from GEO and GSO.
- Faculty must be available to take calls from students and program assistants 24/7, even during “free” days.
- Faculty should not communicate with the press. All media inquiries should be forwarded to MARCOMM (+1.617.373.5718), and GEO should be informed of any media outreach.

The DOC Proposal Process

Exploration

Faculty should discuss their prospective program with their faculty colleagues, department chair, and college dean, all of whom will help faculty reflect on the need for their program concept and identify the ideal audience that their programs will target. There will also be resources for brainstorming the courses faculty recommend be taught on-program. If faculty are proposing a new course for their program, they **MUST** begin working with their department chair before submitting a Phase 1 Proposal.

As faculty think about courses, we recommend they consider courses that 1) they are eligible to teach 2) satisfy academic requirements for majors or minors in their department or college 3) have existing NU Path attributes that will satisfy students’ core course requirements. If faculty would like to propose a new course or petition for an existing course to have

a section specific NU Path attribute, they must start this process as early as possible (preferably before submitting a Phase 1 Proposal). For more information on this process, faculty should contact their department or their FLP team member.

Faculty might also consider speaking with their students about the possibility of their DOC program. This can help inspire ideas or suggestions in the planning stages and gauge potential levels of interest.

GEO recommends that faculty review the [U.S. Department of State Travel](#) and the [Northeastern University International Travel](#) websites to stay up to date on any international travel advisories and “high-risk” locations, as these could impact proposal and program development.

After initial exploration, faculty interested in running a DOC are ready to move into the two-phase proposal process. This process affords faculty the opportunity to receive formal feedback from their chairs, deans, and GEO before expending a significant amount of time and effort developing their programs.

Phase 1 Proposal

GEO has created an [online proposal application in Terra Dotta](#) through which faculty submits both Phase 1 and Phase 2 proposals for the upcoming academic year. Faculty can access the system using NU SSO credentials. Work can be saved and returned to later.

The information required for Phase I include the intended program destination(s), the courses taught, faculty demographics, and additional basic program information such as a description, learning objectives, cultural goals, and required support.

After the Phase 1 Proposal deadline, proposals will be reviewed by each college’s respective dean. Deans will also look at the entire pool of proposals across the university for potential synergies and areas for collaboration. A dean may approve a proposal, deny a proposal, or request revisions. If a proposal is approved, faculty will immediately move on to Phase 2. If not, the Phase 1 Proposal will be returned as either a denial or a request for revision. Denied proposals will have no further action taken. This is not common as requests for revisions will be sent to the faculty via their GEO Faculty-Led team member, who will work with the submitter to adjust the proposal in the system and re-submit.

Phase 2 Proposal

The Phase 2 Proposal also lives in Terra Dotta and requires more detailed information about itineraries, contingency planning, course information, health and safety, and pre-departure meeting plans. During Phase 2, faculty work in collaboration with their GEO Faculty-Led Programs team member to identify a program provider(s), establish a final budget, and establish a recruitment and marketing plan. If traveling to a destination designated as high-risk by the university, and/or if a faculty member is proposing a DOC for the first time, approval by [GSSAC](#) is also required during this phase. Phase 2 Proposals also require final approval by GEO, the Dean, and the Provost.

Workshops & Trainings

GEO hosts a variety of workshops and informational events designed to help faculty at each step of the DOC process, from planning and development up until program departure. Some of these trainings are mandatory, and some are optional. The GEO Faculty-Led Programs team will be in touch with upcoming learning opportunities and mandatory training. Below is a sample of workshops that have been offered in past years:

- Risk-Aware Program Design
- Recruitment & Selection Workshop
- Faculty Teaching Exchange
- Pre-Departure Health & Safety Briefings
- Concur & AMEX Workshop

All faculty and staff members involved in a program are required to be certified in first aid, CPR, and AED. Northeastern University will provide free training sessions to all faculty and staff members.

Alternatively, this requirement can be waived by providing proof of current certification from an accredited provider such as the American Heart Association, The Canadian Red Cross, Royal Life Saving Society UK, or other recognized provider to your respective GEO FLP team member.

We strongly encourage Program Assistants (PAs) to obtain first aid, CPR, and AED certification as well. Northeastern University will reimburse PAs up to \$45 for the cost of training if it is directly related to their DOC duties. PAs can either submit receipts for training completed elsewhere or participate in a free training session offered by the University Police Department (UPD).

PAs may also waive this requirement by providing proof of current certification from an accredited provider to their respective GEO FLP team member.

Academic Resources & Planning

Course Development

Any new courses that were designated as "pending" in a Phase 1 Proposal must be approved in Banner before the Phase 2 Proposal submission. This means that faculty with "pending" courses must submit appropriate documentation in CourseLeaf by the end of April the year before their program is being offered. By the beginning of Phase 2, the courses must have completed the approval workflow with the last step of being added to Banner. This workflow will vary by college, so it is important to speak with your dean's office about this early. Each course proposed will require an accompanying syllabus attached in the Phase 2 Proposal. Syllabi must be in English and contain full outlines of the course.

Faculty will work with the appropriate team in their departments or college, often their Dean, Department Chair, or other designated person, to verify that their proposed DOC courses are active in CourseLeaf, the university's course database. It is the responsibility of faculty to activate their courses appropriately and to confirm that all information, including NUPath attributes, is accurately described within CourseLeaf. CourseLeaf is the official record that GEO will refer to when working with courses. If the information is not in CourseLeaf, it will not be considered verified. For guidance on navigating CourseLeaf, see the Registrar's [CourseLeaf Course Search Instructions](#).

If you plan to teach a Special Topics course (e.g., HIST 2990) or any course that requires a unique subtitle, indicate your specific subtitle in your Phase 1 Proposal. For guidance on writing effective course descriptions and subtitles, see the Registrar's [Course Description Guidelines](#).

NUPath Attributes

If faculty are interested in adding a NUPath attribute to a course, they should review the Northeastern University Core Curriculum Requirements and procedure for applying for requirement fulfillment. There are several different procedures to keep in mind, depending on the nature of the course:

1. If the course already exists at Northeastern and already carries a NUPath attribute(s) that attribute(s) will automatically apply to the course when taught as part of the Dialogue. No additional action is necessary.
2. If faculty are creating a new course for their Dialogue and wish to apply for NUPath attribute(s), they should follow the instructions above to submit a course proposal in CourseLeaf following their department and college policies.
3. If faculty are teaching a section of an existing course, such as a Special Topics course, and wish to apply for NUPath attribute(s) for the DOC-version of that section, they should work with their departments to submit the appropriate paperwork. [Click here](#) to learn more about the NUPath section approval process.

DOC courses are an incredible and individual way for Northeastern students to engage with the curriculum. Students can gain amazing skills and learn in different ways than they might if the course was taught on campus. This also means that the courses taught on DOCs could fulfill different learning goals within the Core Curriculum of NUPath attributes. If a course that is taught on a DOC could fulfill these attributes, it is important that the students receive the credit for achieving these learning goals. As NUPath attributes are also a requirement for students' graduation, ensuring the course section has the appropriate NUPath attribute officially approved and noted in CourseLeaf can help increase student enrollment and interest in programs. Faculty should avoid advertising or promising NUPath or other degree progression attributes to students if those attributes are not actively listed in CourseLeaf. If a faculty member is uncertain about a course's attributes, they should reach out to their departments or the Academic Integration & Planning team in GEO.

Tips and advice:

It is best to be as detailed as possible when completing the NUPath proposal or section NUPath form. It can be beneficial to detail all learning goals in the form rather than just writing a collective answer for them. Each college, as well as the University Undergraduate Curriculum Committee, will be able to give you any feedback about learning goals and the intricacies of meeting the requirements for NUPath attributes.

To verify if a course has NUPath attributes faculty should view the course in CourseLeaf.

Previously approved section-based NUpaths do not automatically carry over year-to-year. If you have a record of your DOC course having NUpath attributes not currently listed in CourseLeaf it is your responsibility to submit the required materials to update the records and inform your FLP team member.

To ensure proposed DOC courses appear in the official NU course schedule, on the program's website, and DOC guide, as early and as accurately as possible, it is recommended that any DOC course changes be submitted in CourseLeaf by April in the year before the DOC running. Additional resources for DOC Faculty can be found here:

- [Navigating CourseLeaf](#)
- [Curriculum Resources](#)
- [Requesting Section Based Changes](#)

Registration

In collaboration with the Office of the University Registrar, GEO will create all course sections once program proposals have been approved. GEO will work with the Registrar to register enrolled students in the appropriate course sections.

Grades

At the end of the program, faculty submit grades for all courses on the DOC including the ABRD Placeholder. DOC courses have letter grades A through F. For the ABRD Placeholder students should receive an S (Satisfactory) if they completed the program, or a U (Unsatisfactory) if they did not participate.

Faculty should be mindful of the grading deadlines for both Summer Session A and Summer Session B to avoid late grading submissions that might negatively impact their students' academic progress. Important deadlines for grades may be found on the [Academic Calendar of the Northeastern University Registrar's website](#).

For detailed grading instructions and related processes, see:

- [Faculty Grade Submission](#)
- [Incomplete Grade Submission](#)
- [Incomplete Grades Policy](#)
- [Online Faculty Grade Change Form](#)

Health & Safety Planning

During initial research and program preparation, faculty should investigate general risks associated with traveling in the program country/locations. Location-specific information can be found through the [Department of State's International Travel website](#). Faculty leaders should also review health concerns on [CDC.gov](#). [Ready.gov](#) is a resource for responding to natural disasters and mitigating those risks.

During the Phase 2 Proposal, faculty will be asked to provide transportation details, housing information, contingency plans, and an outline of the destination-specific health and safety information that will be provided to students during your pre-departure meetings. For the latter, be sure to thoroughly address the following topics, as well as any other concerns specific to your program or destination:

- What specific health hazards will students be exposed to on the program? How can these hazard be mitigated?
- Will medical care always be readily available during the program. If not, what precautions should be taken to avoid serious medical incident?
- Which immunizations are required to travel to the program location? Which are suggested?
- What crime is most common in the program location? What preventative measures need to be taken by students to avoid becoming a victim of a crime?
- Is there a history of political unrest in the program location? Is there any ongoing or predicted unrest?
- How does local political unrest impact US-linked travelers/institutions, social and gender groups, etc.
- Is there a major threat of terrorism in the program location?
- Is the program location susceptible to any kind of natural disaster or severe weather (ie, extreme heat)? What course of action should be taken in the event of the disaster?
- Which groups are more prone to experience prejudice in the program country?
- Are there any cultural differences that students may be unaccustomed to that are discriminatory in nature?

- Does the course content, planned activities or unique locations expose students to any additional risks? How can they be mitigated?

Please note the following guidelines and requirements apply to all programs:

- Programs cannot have back-to-back days free or unstructured days (eg. study days); multiple days off per week are acceptable if they are not consecutive,
- Determine whether your program requires approval from the Institutional Review Board (<https://dhr.research.northeastern.edu/getstarted/>),
- Confirm and comply with any background check requirements if the program will interact with minors
- Participants must have access to life vests when traveling by boat and wear them at all times during water activities (eg. kayaking),
- Swim only where lifeguards are present, and never alone,
- Wear helmets at all times when riding bicycles; motorcycle taxis and motorized scooter use is not permitted, even during personal time,
- Follow all US, UK and Canadian travel safety and health advice for all destinations associated with your DOC,
- Visits to any informal settlements require security accompaniment,
- Share information with students about returning to the US after interacting with animals abroad (<https://www.aphis.usda.gov/traveling-with-ag-products>),
- Group must leave for and return from excursions together; students cannot be left behind,
- In destinations where public baths are common, visits to these facilities cannot be included as a required or optional program activity; Faculty and Program Assistants should not visit public baths with students.
- Balcony safety and etiquette should be discussed with students during pre-departure meetings if they are present in the accommodations,
- Final itineraries and housing are due as early as possible, but no later than thirty (30) days prior to departure.

Transportation Planning

Flights

Faculty, Program Assistants (PAs), and students book flights individually for the program. All PA flights must be facilitated by GEO.

Faculty leaders should collect all flight information for students no later than 45 days prior to start of program. PAs can help collect this data if they are hired by the time assistance is needed.

Any change in faculty or PA flight plans/travel itineraries will need to be communicated directly to your FLP team member. Students must register their flight itineraries in My Travel Plans on me.northeastern.edu.

Students book flights at their own risk. For example, the use of a budget airline carries substantial risk. If said airline files bankruptcy/ceases operations, students will be responsible for all costs associated with booking a new flight and are unlikely to receive any compensation from the original airline. GEO will be sending out messaging to students about this, but faculty should reiterate this information. Students should be encouraged to purchase travel insurance for individual flights when booking. Some visa applications require proof of round-trip airfare prior to lodging the application with the issuing authority. Students will be responsible for planning accordingly to ensure there are no delays in the processing of their visas. Students are responsible for costs associated with any delays in travel due to failure to obtain a visa in a timely fashion.

Lead faculty are responsible for outlining clear instructions for individuals to join the group upon start of program. These include, but are not limited to:

- Identifying windows within which students must arrive to check into housing/meet host family (if applicable).
- Identifying arriving flights that are required or highly suggested (for example, identifying the flight that the faculty leader or PA will be on so students can choose to travel together)
- Outlining contingency plans for significant delays/flight cancellations

Faculty should inform the students whether there will be a group airport pickup or if students are responsible for getting to a designated meetup point, e.g., the program accommodation, on their own. In the latter scenario, faculty should provide

students with instructions and estimated transportation costs. Return transportation to the airport should also be arranged as a group; if a group transfer is not planned, provide students with similar instructions for the departure airport transfer.

If a student is significantly delayed and cannot meet the group for the beginning of the program, but the group must travel onward, a PA or faculty leader is required to remain in the arrival destination to escort the student to the next site.

Faculty should book their flights using their University AMEX or reach out to GEO to be connected to Advantage Travel for booking. Seat upgrades are at a faculty leader's own expense unless approved by HR - ADA. Flight travel protection is not covered by the university.

Northeastern University can review reasonable accommodation requests to support a flight class upgrade for the Dialogue of Civilizations programs. Please note the expected total flight cost must be accounted for in the Dialogue program budget and does not bring the budget into a deficit.

The flight class upgrade purchase cannot be made without the formal approval from HR-ADA.

To request reasonable accommodation:

1. Open an accommodation request here: <https://northeasternuniversity.ess-absencetracker.com/>
 - a. This [Knowledge Article](#) shows you how to open a request, step-by-step.
 - b. Once your request is submitted, add a Case Note to indicate that this is accommodation is related to your role as a Dialogue of Civilizations faculty leader. This [Knowledge Article](#) shows you how to add Case Notes to existing accommodation requests.
2. *If approved, HR-ADA will send a letter to the employee with the approval, and then a separate email to doc@northeastern.edu notifying them of the determination.*
3. The FLP team member will need to forward the email along with estimated cost of flight to OTC Finance at OTCGlobalOps@northeastern.edu and attach supporting documents in Smartsheet.

In-Country Transportation

Careful consideration needs to be made when deciding when and how a group will move around a city, between cities, and between countries if traveling to more than one location. In most cases, traveling via established public transit, such as subways, will be the safest and most cost-effective option. Faculty should discuss all transit needs with their GEO Faculty-Led Programs team member to discuss what is appropriate and allowable in their program's destination. It is important to note that faculty leading programs outside the United States are not permitted to drive students in a vehicle, rented or otherwise, under any circumstances, without prior approval from Risk Services, per the [Policy on Use of Vehicles for University Purposes](#).

Program Housing

In-Country Housing

Housing options differ for each program. Options include hotels, residence halls, host institutions, hostels, apartments, campgrounds, and homestays. Depending on the location, some options may be more appropriate than others, but the following requirements are applicable to all. These requirements apply to university-sponsored travel, as defined in the Policy on International Travel, that is planned, organized, or led by staff or faculty, such as Dialogue of Civilizations (DOC), Alternative Spring Break (ASB), NUIN, Three Seas, or athletic team travel:

- A thorough review of the accommodations should be conducted in advance of student travel; accommodation reviews should take into consideration the facility and its location, the general safety of the neighborhood, and proximity to program elements, necessary services, and transportation. The facility should be well-maintained and equipped with necessary safety and security features. Individual rooms should all have locks. Sanitation, fire safety, security technology, personal space, communication, and overall condition regarding maintenance and upkeep of the facility should be considered. GSO is available to provide guidance, especially if the location is in a high-risk area.
- Faculty and Program Assistants cannot share a room with students.

- The entire group should be housed in the same facility wherever possible. If this is not feasible, faculty and staff leaders should keep the group within the closest available proximity to the group leader.
- In cases where faculty and staff leaders are unable to reside in the same location as their students, a Program Assistant must stay with the students.
- Faculty housing must be within a 30-minute walking distance of student housing if program staff (Program Assistant or Co-Faculty) reside in the same building as students. If program staff are housed separately, faculty housing must be within a 15-minute walking distance of student housing.
- All students need their own beds and must stay in faculty-arranged housing each night of the program. Students may not share bedrooms with individuals not on the program. It is recommended that no more than four students share a room.

Please note that ALL student accommodation requires a contract, regardless of cost. Faculty must work closely with their Faculty-Led Programs team member to ensure that the appropriate contractual needs are met.

For programs that have an on-campus component, please note that university housing is extremely limited. Where possible, GEO will work with on-campus housing services to provide on-campus housing during the time spent in Boston, but as availability is not guaranteed budgeting will be done for hotels in Boston. Faculty must inform their assigned GEO team member whether they require Boston housing for their program.

Homestays

If faculty are interested in accommodations in which their students are housed in the residence of a local “host” family (known as a homestay), there are additional vetting steps that must be taken. Homestays must be arranged only through a known and trusted organization. The use of homestays on DOCs is not common. Faculty interested in this option should have early discussions with their Faculty-Led Programs team member. GSO will then provide the necessary homestay vetting document to be filled out by the provider, which must be submitted with the Phase 2 Proposal.

Budget Planning

There are several budgetary, hiring and administrative requirements to consider while developing a program budget with your Faculty-Led Programs team member.

It is the faculty leader’s responsibility to guarantee that any faculty, staff, or Program Assistant(s) associated with their programs meet GSSAC’s cell phone connectivity requirement. The costs for all these plans should be built into the DOC program budget.

Planning a DOC budget is inseparable from designing the program itself. Faculty should start working with their assigned Faculty-Led Programs team member as soon as they start thinking about running a DOC program. Budget planning includes identifying the projected program cost through hiring, vendor selection, contracting, meal stipends, and in-country spending.

The final program budgets are reviewed by the OTC Finance and Operations Team. Once the budget is approved, the budget worksheet will be locked from further edits. The budget will be submitted as part of the Phase 2 Program Proposal.

Meal Stipends

Meal Stipends will only be issued to faculty/staff traveling outside of the work location listed on Workday. Meal stipend percentages are set by federal per diem rates. Meal stipends for faculty, staff and program assistants are 50% of the federal per diem rate and are calculated per meal and per day. Meal stipend will be issued in one lump sum payment one to two weeks prior to their departure if there are no outstanding actions items on the part of the faculty/staff. Payment will be issued through ACH if direct deposit is set up; otherwise, it will be issued by check and mailed to the home address on file. Please note, full time faculty/staff must submit their signed/approved meal stipend voucher through Concur to receive the funds.

Contracts

Contracts are an integral part of a DOC and require diligent and timely preparation to ensure a smooth and safe program. Faculty work with their Faculty-Led Programs team member to ensure that the appropriate paperwork and contracts are

completed promptly. To help facilitate this process, GEO typically tries to select vendors or lecturers who will accept Northeastern's pre-approved templated agreements.

When is a Contract Needed?

DOC Programs require contracts for the following:

1. Student Accommodations – regardless of the cost
2. Student Transportation that is not public – regardless of the cost
3. Independent Contractors – regardless of the cost
4. Vendors (and/or Institutions) we are paying the equivalent of \$10,000 USD, or more, in exchange for services or goods

FACULTY ARE NEVER, UNDER ANY CIRCUMSTANCES, TO SIGN A CONTRACT.

Should a university employee, student, or other individual sign any document on behalf of Northeastern University, they may be subject to disciplinary action up to and including separation from the University. Additionally, individuals not authorized to sign documents do so at their own risk and may be personally responsible for the obligations and liabilities created by signing the agreement. Faculty should direct all questions regarding contracts to their assigned Faculty-Led Programs team member.

Guest Policy for Faculty-Led Programs

Purpose and scope

Northeastern University recognizes the importance of family and social connections for the well-being of global experience program staff and allows guests to accompany them, in keeping with the policy requirements outlined below. This policy applies to any faculty and staff who lead, teach or work on global experience programs - hereinafter "program leader(s)".

Definitions

Throughout this document, a "guest" encompasses the following:

- Spouse/Partner: Either the spouse or domestic partner of a program leader, including the domestic partners of unmarried program leaders irrespective of sexual orientation.
- Child/Children: The program leader's children or legal dependents under the age of 18.
- Visitor: Any person accompanying the program leader who is not considered a "spouse/partner" or a "child." Examples include extended family members and non-relative friends.

Policy

A guest may accompany the program leader on the program or for a significant portion of the program, as long as their presence does not interfere with the program leader's duties to the program and the students, including, but not limited to teaching, attending all scheduled program activities with students, and being available to students in any potential (or perceived) emergency at all times for the duration of the program.

1. Program-Related Duties

Guests may not have any official duties (chaperone, driver, program assistant, co-faculty, etc.) or responsibilities related to the academic program (e.g. taking roll, monitoring tests, managing working funds).

2. Minor Children

Faculty accompanied by minor children must also be accompanied by a non-program-related adult, who will be responsible for the children, so that the program leader can devote themselves to the program and the students.

3. Program Policies and Restrictions

Although guests are not participants in the program, they are expected to abide by the program policies and restrictions that are imposed for safety reasons. Guests should be aware that their personal behavior must not in any way affect the quality of the program or the experience of the participants, and that their involvement in group activities may be prohibited by the Global Experience Office, if deemed necessary.

4. Insurance

Guests are not protected by Northeastern University's liability insurance for any actions taken during

the program and are urged to discuss applicable liability protection with an insurance agent to ensure that adequate coverage is in place for his/her overseas activities. Family members/companions must have their own medical insurance coverage for the program period.

5. **Fees and Expenses**

It is Northeastern University's policy that program leaders will not be reimbursed for any travel expenses incurred on behalf of a guest. The program leader must maintain careful records to ensure the separation of any guest expenses from the reimbursable expenses of official travelers. Guests are responsible for paying all fees and expenses incurred overseas according to conditions pre-arranged by the Global Experience Office, unless specified otherwise.

a. **Lodging**

Accommodations for program leaders are covered through fees paid by program participants. Thus, accommodation should be kept at a reasonable cost, while being comfortable and convenient to the place of business. Travel and Spending Guidelines from the Office of the Chancellor state, "Travel expenses incurred by a spouse or a personal guest, are not University expenses and are not reimbursable". Larger lodgings may be arranged to accommodate accompanying guests who stay for the program's duration, however, the program leader or their guest will be responsible for the resultant difference in cost. Please refer to the [DOC Faculty Finance Guide](#) for more information.

b. **Food**

Travel and Spending Guidelines from the Office of the Chancellor state, "If an employee is dining out with a spouse or a personal guest, only the cost of the employee's meal may be charged. Shared items must be prorated." Please note if the faculty/staff was issued a meal stipend, their meals were already subsidized. The faculty/staff cannot charge any meals to their procard or seek reimbursement for individual meals.

c. **Transportation**

Program leaders' transportation to and from the program site is included in the program budget. Accompanying guests are responsible for their own transportation. Any additional costs incurred due to stopovers, route modifications, or mode of transport made for the convenience of guests will be borne entirely by the guest or the program leader. At no time will the needs of accompanying guests supersede the needs of the program or its participants.

d. **Program Activities and Excursions**

Accompanying guests may participate in program excursions and field trips, provided that such participation does not inflate the cost of the excursion for students or disrupt the academic quality of the program. Program excursions are planned to accommodate all students plus the participating leader(s). If there are empty seats on the bus, boat, or other arranged travel, accompanying guests may travel with the group at no extra cost. However, at no time will a bigger or additional bus, boat or other mode of transportation be arranged in order to accommodate guests or fewer students be admitted to the program to accommodate accompanying guests. If a guest attends an excursion with the program participants, he/she must pay any fees or expenses involved.

Points of Consideration for Guests on Faculty-Led Programs

Faculty leading global experience programs often wear many hats: professor, chaperone, academic advisor, counselor, tour guide and even, at times, parent. Northeastern University recognizes the importance of the family and allows program leaders' family members to accompany them, bearing in mind the need to adhere to the Global Experience Office Guest Policies. Having someone to enjoy meals and socialize with outside of the program can be a great self-care strategy, however faculty leaders must remember that their priority is the program. The workload for faculty-led programs is much higher than that of teaching a similar course on the NU campus. The demands of hosting a guest may cause distraction, stress and even conflicts that can be to the serious detriment to the program.

Striking a good balance with guests while leading a program is important. Faculty leaders should consider the following when bringing a guest:

- Timing of your visits – Sometimes dealing with jetlag and getting your students settled into the program may be challenging. When possible, it might be better to have guests arrive once the program is underway.
- Boundaries – One of the best aspects of these programs is your ability to connect with students outside of the classroom, yet it can also make professional boundaries more challenging. What are the potential implications of students interacting with people from your personal life? Could their connections with your friends or family make the relationship more complex?
- Perception – The way you structure your visits with guests can influence student perceptions about the spirit of the program. It can be challenging to have people with differing goals in the same location. While most guests are

experiencing their visit as a vacation, you are experiencing the time as an intensive work experience and students experience an intensive academic program.

Compensation & Salary

Below are the categories that pertain to compensation.

Full-time Faculty on Academic Year Appointments including those with 12-month Administrative Appointments

- Teaching one course earns a minimum of \$10,000 or 1/8 of base salary (whichever is higher), but no more than \$25,000.
- Teaching two courses earns a minimum of \$15,000 or 1/6 of base salary (whichever is higher), but no more than \$35,000.
- **IMPORTANT CONSIDERATION:** Full-time faculty cannot earn more than 3.2 months of their institutional base salary during the summer months of May, June, July, and August.

Full-time Faculty on 12-month Appointments

- GEO will absorb the portion of the monthly salary up to the amounts below. Extra compensation will be processed for the difference if the current monthly salary is under the thresholds below.
 - Teaching one course earns a minimum DOC salary of \$10,000 or 1/8 of the 12-month salary (whichever is higher), but no more than \$25,000.
 - Teaching two courses earns a minimum of \$15,000 or 1/6 of the 12-month salary (whichever is higher), but no more than \$35,000.

Part-Time Faculty

- Teaching one course earns the home college's standard part-time teaching rate or a minimum of \$10,000 (whichever is higher), but no more than \$25,000 (home college refers to where the course is listed)
- Teaching two courses earns the home college's standard part-time teaching rate for each course or a minimum of \$15,000 total (whichever is higher) but no more than \$35,000 total (home college refers to where the course is listed)

Full-time Staff – Teaching

- Full-time staff members teaching on a DOC is by *exception only*.
- Requests for staff members to teach must come from the unit head and include the following justification:
 - What role the staff member is fulfilling on the DOC, and why they are uniquely qualified for that role
 - How the staff member's responsibilities will be covered during their absence (staff may be required to take an unpaid leave of absence from their full-time regular position to fulfill their DOC obligations)
 - Whether the staff member is student-facing, and if so, the impact on those interactions
 - Approval for participation from their supervisor and appropriate unit VP before the DOC Phase I proposal is submitted
- Compensation
 - GEO will absorb the 1-month salary of Staff approved to teach; extra compensation for any responsibilities related to the DOC will not be provided.

Full-time Staff – Support Role

- Pre-departure work will not be funded by GEO.
- Administrative staff must be approved by their Manager and Dean/Director to perform support work for the DOC as part of their regular duties.
- GEO will absorb the staff's percentage of salary that is allocated to the DOC as negotiated with the Dean/Director of Finance only while the DOC is travelling abroad.
- If support of the DOC will be in addition to their regular duties, it must be approved by the Manager, OTC Finance, College Dean, and the Dean of Finance.
 - Extra comp will be calculated based on the standard PA pay rates and hours of expected additional work
- Faculty may not offer extra compensation to staff without approval.

Administrative Bonus

The faculty member leading the DOC program receives a bonus at a flat rate of \$4,500. If program leadership duties are shared among two faculty teaching in the DOC, the faculty co-leaders can decide how to split the \$4,500 bonus during the budgeting process. The DOC administrative bonus is conditioned upon the successful completion of the Program; timely submissions of final Concur reports, all program related invoices, reimbursement requests and student grades; and the verification of a balanced or surplus budget status.

Payment Schedule

The instructor compensation is paid in four installments, including ½ of the Administrative bonus, starting 05/15 for Summer Session A programs and 07/15 for Summer Session B programs. The remaining bonus will be submitted for payment on confirmation of eligibility. The pay date will depend on timely approvals in Workday.

Program Assistants

Program Assistants support faculty as a leader and provide support for student participants. They act as logistical support, peer advisors, resident assistants, positive role models, and more.

When considering a Program Assistant candidate, faculty should look for someone with a proven ability to coordinate and manage large groups, demonstrated attention to detail, familiarity with travel and being abroad, and ability to be successful in a fast-paced and demanding environment. Faculty may also wish to consider language as a qualification.

Faculty will work with their Faculty-Led Programs team member to determine if (and/or how many) program assistants are appropriate to meet the needs of their DOC program.

When selecting Program Assistants, please keep the following in mind:

- Faculty must pre-screen assistant candidates to ensure they meet the minimum qualifications.
- Program Assistants cannot work until they receive an official offer letter from GEO.
- Program Assistants cannot work until their official start date, which is in the official offer letter from GEO.
- All Program Assistants will be required to provide two references and will be subject to background checks.
- All Program Assistants will be required to attend the Program Assistant Training.
- Repeat programs should take student feedback from previous years into account when making Program Assistant hiring or rehiring decisions.
- Faculty will need to provide their assigned Faculty-Led Programs team member with contact information on the prospective assistants, including name, email, and desired start date.
- Per university policy, “no employee may evaluate the work performance of a relative, or make hiring, salary, or similar financial decision concerning relatives.” As a result, faculty members leading programs may not hire personnel who are relatives because these people would report to the faculty leader/relative.
- Hiring policies for Program Assistants follow the rules set forth by the Student Employment Office and/or NU’s Human Resource Management. Please refer to the following resources for information on how many hours Program Assistants can work, overtime policies, and timesheets submission practices.
 - Policy on Timekeeping and Reporting
 - Policy on Student Employment
 - Policy on Student Employee Work Schedule
 - International Student Employment Information
 - International Students on SGA

Amex Travel Card & Expenses

Northeastern University can issue an AMEX Travel Card with cash advance access to the eligible DOC faculty (*part-time faculty is not eligible to receive the University issued credit card unless they are the Lead Faculty on record for the program*). In order to be issued an AMEX Travel Card, the eligible DOC faculty are required to complete an AMEX Travel Card application form and Cash Access Detail form if they do not already have a University AMEX Travel Card.

In addition to the application, new AMEX applicants will also be required to complete Accounts Payable Concur training and sign a Corporate Credit Card Cardholder Agreement. Details regarding SAP Concur can be found on the University

Finance page at <https://finance.northeastern.edu/tools/concur/use-this-tool/>.

OTC Finance and Operations team will initiate the reactivation of cards for current cardholders and the application process for DOC faculty after their program is fully enrolled. A new AMEX Travel Card will arrive to the cardholder's home address approximately two to three weeks after the application is submitted to Accounts Payable. All AMEX Travel cards issued by GEO will be deactivated approximately two weeks after the program end date.

Please refer to the [finance guide](#) for more information on expense and receipt requirements.

We highly recommend faculty and staff leaders attend a Concur and AMEX Training conducted by GEO.

Program Promotion & Outreach

Recruitment is essential for a successful program! GEO staff will market DOCs as a whole and lead large-scale events like the Global Experience Fair, but to maintain equity, the office does not promote specific programs. Faculty leaders are the most effective recruiters for their own programs, and this is essential to meeting enrollment targets. GEO will also display each program's information on its website.

Student Application & Requirements

When programs go live on the GEO website, students will browse programs and see full descriptions, including the courses offered.

All students interested in applying to a DOC program are required to complete the GEO application through the program's individual page on the GEO website. The application includes essay questions, passport information, and GEO policy and procedure agreements.

Faculty leaders are expected to review all student applications and are strongly advised to conduct interviews. Faculty are responsible for screening, approving, or denying students.

Applications for students typically open in early to mid-November and close in mid-January. Faculty will be able to view students who have applied for their program at any point in the application period and are encouraged to begin reviewing applicants and start the interview process as soon as possible.

There are two deadlines: the Priority deadline is December 1, and the Final deadline is in mid-January. **Faculty must not make application decisions until after the priority deadline has passed.**

Programs that have not met minimum enrollment by the final deadline will be cancelled.

Grant and Scholarship Opportunities

Each year, GEO provides students with the financial means to participate in global experiences by awarding scholarship opportunities to qualified candidates. Funding amounts range depending on the type of award. Eligible candidates will then be selected based on any of the following criteria: financial need, academic achievement, program location, or material submission. Please note that, for certain scholarship opportunities, students will be asked to create and post online marketing content for the GEO website. If this type of opportunity conflicts with the integrity of your DOC program, please speak directly to the Faculty-Led Programs team.

Students with questions about their financial aid status or NU-related scholarships to Student Financial Services. GEO staff do not have access to this information.

Student Selection

All faculty will review and make decisions on student applications through Terra Dotta. When selecting students to participate in a faculty-led program, faculty should take the following factors into consideration:

- Does the student meet the minimum GPA requirements for this specific program?

- What is the student's major or course of study? Will he or she be able to handle this type of course material?
- Has the student already successfully completed either of the courses offered on this program?
- Has GEO indicated any concerns or issues regarding this applicant?
- Please consider the essay questions and responses for each student to determine their level of willingness to engage in the program work and commitment to it.
- Please be consistent in the way selection criteria must be applied consistently, so that faculty are able to substantiate their decisions, if ever challenged.
- Be mindful of the number of students your program has budgeted for as its maximum.

GEO encourages faculty to hold interviews for applicants prior to accepting them into their programs. Interviews are opportunities for faculty to get to know the candidates and assess each student's eligibility. Interviews are also a terrific way for faculty to get a better understanding of a student's interests, personal goals for the program, and background. This is also a chance for faculty to highlight the unique parts of their program and discuss health and safety on the program.

Although faculty cannot require students to disclose personal disability or health information, faculty are encouraged to describe to students any program-related activities, which may include health and safety information. Examples might include:

- Highlighting physically demanding hiking during the program
- Discussing in-country bias toward certain ethnicities, sexual orientations, or religious groups
- Discussing strict diet restrictions and how the program locations might be unable to provide food within certain diets

Interviews can be scheduled with applicants on a rolling basis as they apply. Faculty will have the option to close their programs as their programs fill but must close their programs prior to the enrollment deadline.

Terra Dotta Application Statuses

When accepting, wait-listing, or denying students from a program, faculty should take the following factors into consideration:

- When the status of a student's application is changed, the student is immediately notified.
- Students denied or put on the waitlist can apply to an alternate DOC program.
- If the waitlisted student is accepted to an alternative program prior to a faculty member accepting him or her, the student will be automatically removed from that faculty's waitlist.
- Once the maximum capacity of students for a program is accepted, all remaining applicants will be notified, their applications to that program will be canceled, and the students will have the opportunity to apply to an alternative program.
- If faculty are denying students from a program, it is better to do this earlier in the process, so students have ample time to apply to a different program.

Student Withdrawals

If a student wishes to withdraw from a faculty-led program, he or she must submit a Withdrawal Request Form to the Global Experience Office. This form (and information on the process) is available on the GEO website and at the office. Withdrawal from a program takes effect on the first business day after GEO receives the signed withdrawal form.

The student withdrawal policy and withdrawal fee schedule can be found on the [GEO website](#). Depending on timing, a student's withdrawal could have implications that affect program budget or faculty compensation. For specific information on withdrawal-related expenses and policies, faculty and students may speak with their assigned Faculty-Led Programs team member.

Cancellation of a DOC

In case of low enrollment or other unforeseen circumstances, a DOC program may need to be cancelled, and students will need to be unenrolled from the associated courses. Faculty should work with the Faculty-Led Programs team to communicate the cancellation to students.