

FACULTY PROGRAM ABROAD DIRECTOR'S AGREEMENT (FPADA)

This form can be initiated by an eligible faculty member, department chair or dean and is required before a faculty member can lead a new or existing program abroad.

The following faculty member seeks approval / has been nominated by their department chair/ dean to lead an Auburn Abroad program through their college.

Faculty Member's Name:

(Must be a permanent employee) _____

Faculty Member's Department and College: _____

Department/ College Hosting Program

(List ONLY if it is NOT the same as the faculty member's department): _____

Name of Program Abroad: _____

Location (City, Country): _____

Semester Program Will Run and the Duration of the Program (in weeks): _____

The faculty member signing this agreement has read, understands and will comply with the "Policies and Practices for Faculty Directors of Auburn Abroad".

The department chair will be responsible for vetting the background of this individual to determine his/her suitability to run a program abroad, prior to approving this individual to lead a program abroad, and for determining compensation for this assignment. The department chair is responsible for keeping relevant paperwork on hand in the department to back up this decision.

Any additional tasks, specific to this program and not listed in the "Policies and Procedures for Faculty Directors of Auburn Abroad", need to be signed off by the faculty member, department chair and dean and a signed copy needs to be attached to this document. Please indicate if an additional, signed, task list is attached: _____

Once this form is signed, the faculty member becomes the official Faculty Director for the program indicated above and assumes responsibility on the following date: _____ (usually the date this form is signed).

Reviewed and Agreed to by:

Faculty Member's Signature

Date

Department Chair's Printed Name and Signature

Date

Dean's Signature

Date

The Original Signed Form and any Attachments should to be kept in the Department and a Complete Copy sent to OIE-AUAB as soon as this form is signed.