



POLICY MANUAL

COMPENSATION

Number 379

Subject: International Assignments

Covered Employees: Faculty

Date of Origin: January 24, 1997

379.1 POLICY

The University recognizes that faculty make broad and significant contributions through application of professional expertise to international communities. Professional expertise provided to these communities by faculty beyond their role assignments at the University contributes not only to the needs and understanding of others, but also increases their own competence in their professional roles. Such professional expertise also brings recognition to the University.

Faculty participation in both short- and long-term international assignments is supported by the University. Faculty who accept international assignments do so in the furtherance of the University's mission and goals. They continue as faculty during such assignments.

In some cases the most qualified person available for a particular assignment may not be a member of the faculty. When the department head or supervisor, and dean, director, or vice president so determine, a qualified individual who is not a faculty member may be recommended for the international assignment with an appointment to the temporary faculty ranks. It is expected that this will be the exception rather than the rule.

379.2 DEFINITIONS

2.1 International Assignment

An assignment to work for the University or some other agency contracting with the University outside the USA.

2.2 Long-term Assignment

An assignment of not less than one year and not more than four years in duration.

2.3 Short-term Assignment

An assignment of less than one year in duration.

379.3 PROCEDURES

3.1 Recommendation of Faculty for Long-term International Assignment

Recommendation for the long-term assignment of faculty abroad shall be in accordance with the terms of the applicable contract and the following procedures. Letters of recommendation from the department head or supervisor and the dean, director, or vice president are required for faculty to be considered for international assignments.

3.2 Approval of International Assignments of Faculty Members

Upon recommendation and approval of the department head or supervisor and the dean, director, or vice president, and with the written concurrence of the Director of International Programs, the recommendation for international assignment is submitted to the Provost for final approval. When required by the contract, approval must also be obtained from the contracting agency sponsoring the international assignment.

3.3 Appointment of Temporary Faculty to International Assignments

Qualified individuals hired for assignments abroad who are not faculty members may be appointed to the temporary faculty ranks for the period of the assignment at the rank appropriate to their qualifications and their respective duties and responsibilities under the contract.

Procedures for such appointments follow the regular procedures for appointment to the temporary faculty ranks with the following exceptions: The Director of International Programs will prepare the job description and the advertising. The recommendation for appointment shall go from the department head to the dean, director, and vice president, who, in turn, shall recommend the candidate to the Director of International Programs. The Director of International Programs shall recommend the candidate to the Provost, who, in turn, shall recommend the candidate to the President. If the President is in agreement, the President shall recommend the candidate to the Board of Trustees.

3.4 Faculty Members' Academic Rank, Salary Increases, Sabbatical Leave, and Evaluation

The University's procedures relative to promotion and advancement decisions apply to all faculty members participating in foreign assignments under University auspices. The salary of all faculty members abroad will receive the same annual budgetary consideration as is afforded campus-based faculty members.

Services rendered under provisions of the contract will count towards sabbatical leave for faculty in accordance with this code.

Annual personnel evaluations will be carried out by the department head or supervisor. The University chief-of-party and faculty member will provide all data relevant for the review. For faculty assigned to nonUniversity projects, annual performance evaluations will be carried out by the appropriate supervisor with input from the in-country chief-of-party in charge of the project.

3.5 Written Agreement for International Long-term Assignments

Upon appointment, a written agreement between the faculty member and the University shall be prepared by the department head or supervisor. This agreement will specify the work to be performed, the location and length of assignment, the status of University leave and the amount of leave to be frozen until the faculty member's return, the plan of work and relation of the assignment to the tenure and/or promotion objectives of the faculty member and to the objectives and programs of the academic unit, the plan and method for evaluating performance and progress of the faculty member while abroad, the length of University commitment to faculty on temporary appointments and any other pertinent information regarding the assignment. The agreement will be signed by the faculty member; the department head or supervisor; and the dean, director, or vice president, and a copy provided to the Director of International Programs and to the Provost.

3.6 Salary Computation for Faculty Members on Long-term International Assignments

(1) Temporary off-campus monthly salary. The salary of a faculty member who is to be employed for 12 months or more on an international assignment may be adjusted to reflect changes in the basic assignment. Any such change will be determined by the department head or supervisor and dean, director, or vice president in consultation with the faculty member involved. These adjustments shall be made without regard to the source of funds. The resulting salary shall be known as a temporary off-campus monthly salary.

(2) Salary adjustments. In addition to any adjustments made above, both the temporary off-campus and the campus monthly salaries will be adjusted periodically (usually annually) to maintain congruity with Universitywide salary changes. These changes are to be determined by the department head or supervisor and dean, director, or vice president.

The temporary off-campus monthly salary will be documented on an Employment Action Form and other records of the University. Upon return to campus, the campus monthly salary (as adjusted to reflect Universitywide salary changes) will become effective. Faculty members also are entitled to receive other allowances as authorized in the various contracts and grants under which they work.

3.7 Salary Computation for Faculty Members on Short-term International Assignments

The salary of a faculty member while on a short-term international assignment for the University, either as part of a regular appointment or an extra-contractual assignment, will be determined by any or all of the following: (1) computing the campus monthly salary; (2) adjusting the campus monthly salary to reflect increases in responsibilities or changes in the basic nature of the faculty member's assignment, if any; (3) providing recruitment incentives because of the nature of international assignments, such incentives to not exceed 10 percent of the campus monthly salary; (4) dividing the campus monthly salary by 22 work days to determine the daily rate; (5) compensating faculty members in accordance with the specific terms and conditions of the contract or grant under which they are employed and permitting them to receive any allowances or other perquisites that are provided in the particular grant or contract.

3.8 Faculty Participation in NonUniversity International Programs

It is the intent of the University to utilize its faculty on its own foreign projects. However, it is recognized that situations may exist where faculty expertise can be utilized on contracts arising from membership with a consortium of universities, formal collaboration with another university or government agency, inter-university relationships, or other nonformal university or private company appointments. In any such instance, it is the policy of the University to engage in formal contracting for providing the services of any University faculty member assigned to these types of collaborative arrangements. The contract will be between the University and the other institution. The faculty member remains a faculty member of the university assigned to a project under the auspices of the contract agreement. In such cases, all conditions of this policy will apply as if the faculty member were assigned to a University-controlled contract, unless otherwise specifically agreed in the contract.

For faculty who find international opportunities outside those indicated in the previous paragraph, no formal University contract will be initiated. The faculty member will be required to obtain approval through appropriate University channels for leave without pay for the period desired.

The conditions of this section apply equally to long-term and short-term international assignment of faculty, except that in the case where short-term international assignments are involved, some situations may arise where faculty may engage in extra-contractual service with written approval as required by this policy and not necessarily be required to apply for leave without pay.

3.9 Campus Support and Contract Operations

All technical assistance contracts provide for campus support, the level of which is determined by each contract. A project coordinator will be selected and approved by the appropriate department head or supervisor and dean, director, or vice president, in

consultation with the Director of International Programs, to carry out the campus coordination activities specified by the contract. The project coordinator will be responsible for all technical aspects of the project and for those logistic and administrative functions determined appropriate in consultation with those same administrators and the Director of International Programs.

Campus project coordinators shall not be authorized payment under the Extra-Contractual Services policies of the University for services performed abroad under the contract for which he/she is responsible. However, project directors do qualify for overseas pay, if authorized by the particular contract or grant. Such payments are limited to actual days spent outside the United States and will be calculated separately for each individual trip undertaken by the project director in his or her official capacity.

3.10 Leave of Absence

Benefit-eligible faculty members on long-term international assignments are subject to the same leave regulations as resident faculty with two exceptions: (1) leave earned while on the international assignment will be administered according to the terms of the contract. In no case will leave earned on an international assignment be carried back to the University; and, (2) the faculty member's leave status prior to the international assignment will be frozen until his/her return to the campus.

3.11 Contracts Administered by the University

Faculty members serving abroad under contracts administered by the University continue their regular faculty appointments and relationships with the University. They are eligible for salary increases, advancement in rank, and tenure (unless otherwise excepted) in the same manner as the resident faculty.

Faculty members serving abroad are eligible for special considerations in travel, benefits, special salary adjustments, and special living allowances as the primary contract provides.

Service abroad under University contracts shall be on a voluntary basis.

3.12 Contracts Administered by Another University or Agency

The University shall attempt to secure similar special considerations for its faculty serving abroad as are provided in comparable contracts for faculty of other universities or agencies.