

**Department of Experiential Learning**  
**Study Away Program**  
**Risk Management: Faculty Leader Responsibilities and Expectations**  
**[DRAFT: 7-25-2013]**

To reduce the overall risk and ensure due diligence in providing a safe experience, the Faculty Leader is required to follow GRCC policy and procedures. The following information is designed to inform faculty of their responsibilities and to provide a standard protocol of communication.

**Faculty Leader Responsibilities and Expectations**

1. The Faculty Leader is responsible for informing all program participants of the risks involved and provide mechanisms to address safety and health issues prior to and during the experience. Communication should include a local emergency plan with rendezvous procedures, contact information, and locations.
2. The Faculty Leader is responsible for identifying and providing telephone and pertinent contact information for local consulate offices, embassies, police offices, hospitals, health clinics, and other relevant resources local of the area(s) of travel to all participants and the Associate Director for the Department of Experiential Learning. If a student is unable to be with the group for medical reasons, one of the Faculty Leader will stay with the student until he/she is released to rejoin the group, a family member arrives, or additional Grand Rapids Community College personnel arrive.
3. The Faculty Leader is responsible for communicating any changes to the itinerary to all participants and to the Associate Director for the Department of Experiential Learning.
4. The Faculty Leader is responsible for maintaining periodic contact with the Associate Director for the Department of Experiential Learning.

**Communication: Point of Contact**

The Associate Director for the Department of Experiential Learning is the primary contact person unless,

1. you are in need of "**code of conduct**" consultation in which you are to contact the **Director of Student Life** (faculty are expected to use the "Early Alert System" when appropriate), or
  2. **an emergency arises** and the Faculty Leader is responsible for contacting the **Chief of Police** or until a campus administrator has been reached (using the provided "Yellow Contact Card").
- \*\*An emergency may include but not limited to, hospitalization, major injuries and/or trauma, crime, civil unrest, major natural disasters, or evacuation from the location if necessary.

### **Documenting and Reporting Incidents**

The Faculty Leader is responsible for keeping chronological reports of any situation, documenting what happened, what steps were taken, when they were taken, who was contacted, what follow up actions were necessary, etc. If the Faculty Leader considers the situation serious, the Faculty Leader is responsible for discussing the policies with the student AND provide a written warning to the student. A warning statement will include, but not be limited to:

- a. Date and location;
- b. Detailed description of the behavior, and reason(s) it was considered inappropriate;
- c. Clearly stated expectations and consequences (including restricted activities, if applicable) to be in effect for the remainder of the experience;
- d. Indication that this is the final warning and any continuation of the undesirable behavior shall result in disciplinary action with no refund.

Any incident requiring a written warning will be communicated to the ***Associate Director for the Department of Experiential Learning***.

### **Managing Emergencies**

In case of an emergency, the Faculty Leader is responsible to first make use of local, in-country resources (eg., police and medical) to protect the health and safety of participants. Once all participants are safe, to the extent possible, ***contact the GRCC Chief of Police*** or until a campus administrator has been reached (using the provided "Yellow Contact Card"). An emergency may include: emotional health problems, serious injury, sexual assault, missing student/participant, student/participant arrest, or student/participant victim of a crime.

### **Addressing Student Code of Conduct Violations**

If a Student Code of Conduct violation is reported or observed (see Student Code of Conduct Brochure), the Faculty Leader is responsible to ***contact the Director of Student Life*** to assist in determining action steps.