

XV. PROCEDURES FOR WHITMAN FACULTY/STAFF-LED TRIPS ABROAD
(Faculty Meeting April 11, 2002)

- A. **Approval of Trip.** The approval process for any Whitman-affiliated or Whitman-supported course or field trip in foreign countries for Whitman students that are organized by Whitman faculty/staff is described below.

The Provost and Dean of the Faculty must approve of the activity, with the assistance of the International Studies Planning Committee, in terms of the risk and liability of taking students to a given destination. It is the responsibility of the faculty/staff member organizing the trip to provide as much information as possible to the Provost and Dean of the Faculty about the following:

- Approval for the trip in writing from the appropriate academic department if credit is involved.
- Summary of the trip, including itinerary, course descriptions and housing information
- Description of the budget and program fees charged to students
- Generally known risks in the destination
- Names and qualifications of Whitman and non-Whitman staff for the trip
- Information about the vendors for trip such as tour operators and bus companies

Faculty/staff members who propose potential trips should allow three months for the Provost and Dean of Faculty to reach a decision about the proposed trip. Approval for such trips may be withdrawn if conditions in the destination country(ies) deteriorates prior to departure.

- B. **Required Predeparture Documents.** The faculty/staff member(s) leading the group is responsible for distributing and collecting the following required predeparture documents. The forms are available from the Study Abroad Office. (These requirements are consistent with what we require for study abroad students.)

It is the faculty/staff leader's responsibility to leave a copy of these forms with the Division Secretary for his/her building. These forms are all available in the Study Abroad Office.

1. *Health Statement and Liability Waiver* with the following attachments:
 - Center for Disease Control immunization recommendations for region
 - U.S. State Department Travel Advisories for countries to be visited
2. *Proof of Medical Insurance Form* (demonstrates student is covered while abroad)

3. *International Student Identity Card Application* (benefits include medical evacuation insurance)
 4. *Dean of Students Clearance* (There is no form for this, but the organizer should send the names of the participants to the Dean of Students Office to make sure that participants have no history of discipline or other non-academic problems that the organizer should be aware of.)
- C. **Predeparture Orientation Information.** To help the students have realistic expectations for their foreign experience, Whitman faculty/staff taking students abroad should provide students with appropriate predeparture information. Guidelines for predeparture information are described below. While it is the faculty/staff leader's responsibility to organize the predeparture information, the Study Abroad Office can provide suggestions for sources of information.
- Description of course/activity including details about credit, prerequisites and academic expectations
 - Description of physical abilities necessary for activity (e.g., strenuous hiking)
 - Calendar and itinerary
 - Program cost, availability of financial aid, and billing procedures
 - Information on how to obtain a passport and visa(s) if required
 - Description of housing and living conditions
 - Banking and money matters (ATM, Travelers Checks, etc.)
 - Description of local conditions including access to medical facilities, road safety, health risks, crime, attitudes towards Americans
 - Cultural norms and taboos
 - Appropriate clothing, luggage and other items to bring
 - Emergency contact information for families such as e-mail address, fax, telephone
- D. **Information for Parents.** The faculty/staff leader will inform the parents or guardians of the participants of the risks of the activity and the cost/billing procedures, unless the student is no longer a dependent of their parents.
- E. **Predeparture and In-Country Procedures.** The faculty/staff leader is responsible for taking the following precautions prior to departure and upon arrival in-country.
1. Leave a list of participants and contact information for the group with the Provost and Dean of Faculty's Office prior to departure.
 2. Register all group participants by fax or telephone with the nearest U.S. consulate or embassy in the countries that you will be in so that U.S. officials can contact and assist the group in the event of an emergency in that country. (Embassy may be notified prior to departure from the U.S.) The U.S.

consulate/embassy needs the following information: names and passport numbers of group members; name and phone number of the place where the group is staying. Contact information for U.S. consulates/embassies abroad can be found at <http://travel.state.gov>.

3. Provide participants with local emergency contact information such as how to reach the faculty director after hours and where to go for medical attention in the event of an emergency.
4. Remind students of local health and safety risks upon arrival at each new destination.

XVI. FACULTY GRIEVANCE PROCEDURE (Faculty Meeting November 5, 2003)

A. Introduction

Whitman College is committed to providing the best possible environment for faculty members to work as teachers and scholars. An essential component of this environment is a strong ethic and practice of collegiality among the faculty. The College considers directly counter to such collegiality any conduct by which a faculty member treats another faculty member in a harmful way that impinges on the latter's ability to do his or her work. The College therefore condemns all such conduct. This Chapter specifies the procedures to follow when a faculty member believes that he or she has experienced such adverse treatment by a colleague.

B. Eligible Grievants and Grievances

1. The grievance procedure applies to all faculty members of Whitman College, including full-time and part-time faculty.
2. A faculty grievance is an allegation of conduct that treats the grievant in a way that harms his/her ability to do his/her work. This procedure does not cover grievances related to appointments, promotions, tenure decisions, salary, dismissals for cause, or sexual harassment.

C. Informal Resolution of Grievances

A faculty member who asserts a grievance is expected to make timely and good-faith efforts to resolve the grievance through consultation before resorting to the faculty grievance procedure. Steps that may be appropriate are discussing the grievance with the Department Chair, the Division Chair, the Chair of the Faculty, the Provost and Dean of the Faculty, and/or the President. In the event that a) these conversations fail to resolve the problem, or b) either party believes these conversations might be harmful, the College will hire a trained mediator from outside the College to work with both parties to resolve the dispute.

D. Grievance Procedure

1. A faculty member who concludes that he or she has a grievance and has been unable to resolve that with informal conversations and/or required mediation, as outlined in Section C, may invoke the faculty grievance procedure. The grievant begins this process by filing a written statement describing the grievance with the Chair of the Faculty or, in a case where the Chair of the Faculty is the person against whom a grievance is brought, with the Chair of the Policy Committee.