

SOUTHEASTERN UNIVERSITY

GENERAL ADMINISTRATIVE POLICY

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TITLE: Jerusalem Study Abroad Program – Spouse Policy

POLICY NUMBER:

EFFECTIVE DATE: May 13, 2009

REVISION DATE: December 3, 2010

ACCREDITATION STANDARDS:

POLICY:

Southeastern University will cover the expenses of the spouse's travel, food and activities for the period of the program as the university wishes to encourage the spouses of professors to accompany them.

PURPOSE:

To provide expense guidelines and expectations for spouses who accompany a professor on a study abroad program.

SCOPE:

All faculty who qualify for teaching/leading the study abroad program.

DEFINITIONS:

None.

FORMS AND APPLICABLE DOCUMENTS:

None.

PROCEDURES:

- I. Expectations of the spouse (or other adults):
 - A. The university encourages the spouses of professors to accompany them on the study abroad program.
 - B. The spouses will primarily assist the professor in the areas that are determined by the professor.
 - C. The spouses are encouraged to help in the areas that are gender sensitive.
 - D. If a spouse is not able to travel to Jerusalem, consideration may be given to the employment of a qualified person to support the opposite gender students

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- II. Finances concerning an accompanying spouse:
 - A. The food and cost of excursions are to be covered by the university.
 - B. The one round-trip airfare of the spouse is to be covered by the university.

- III. Dependants (16 yrs. or younger living at home) accompanying a professor:
 - A. If the professor chooses to take any of his/her dependants, the professor will pay for the children's airfare and food.
 - B. All the excursions and bus fees should be included in the price negotiated with the tour agency and paid by the employee. The SEU administration will negotiate the bus and excursion fees for the dependants with the tour agency before the departure of the cohort.
 - C. If a professor is staying for two cohorts without returning to the states, the university will receive the benefit of the cost savings realized by not sending two additional people to Jerusalem. In this case, the cost of two of the dependant's travel shall be covered by the university.

- IV. Special financial considerations:
 - A. If a professor is staying for two cohorts without returning to the states then he/she should be compensated for the additional overload hours above the 24-hour annual contract if the professor is scheduled to teach or has taught a 12-hour load in the alternate semester of the academic year. The overload pay shall be paid in the semester the classes are taught.
 - B. All other additional items must be discussed and approved by the Cabinet.

APPROVAL:

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