



TEXAS A&M UNIVERSITY-SAN ANTONIO

International Education

**Faculty Handbook for
Domestic & Study Abroad Courses**



Study abroad courses

The Office of International Education (OIE) helps administer study abroad courses.¹ Study abroad courses are taught either entirely abroad, embedded in a traditional on campus course, or as a short-term faculty-led study abroad experience. An embedded course is a course that is taught primarily face-to-face on campus during the semester, which also requires a component to be completed abroad either during (e.g. during spring break) or immediately after the semester. Short-term faculty-led study abroad experiences are typically two to four week in country experiences in addition to any preparational and post-experience assignments.

There are two “tracks” for SA courses:

Track 1: Texas A&M-San Antonio faculty-led study abroad programs that are **administered** and **taught** by A&M-SA faculty.

Track 2: Texas A&M-San Antonio faculty-led study abroad programs that are **administered** by A&M-SA partners and/or **taught** by A&M-SA faculty. Examples of a partners are The Cooperative Center for Study Abroad (CCSA, www.ccsa.cc) or third-party vendor such as Education First College Study Tours (EFTours, www.efcollegestudytours.com) and CCSA Custom Programs, and WorldStride.

Faculty and their Roles

A study abroad course requires a commitment well beyond that of the typical role of “Instructor of Record”. A study abroad faculty member is involved in every aspect of the course and the student’s success while abroad and must be available to the students at all times. According to the Association of International Educators success guide, “study abroad faculty must be true leaders, skilled at diplomacy, logistics, and group dynamics.”²

Depending upon the study abroad program, faculty may work in the following roles:

Faculty – Responsible for developing course material, teaching, and evaluating student performance

Advertiser – Responsible for “marketing” the course, scheduling informational meetings, and using office hours to meet with prospective students

Employee – Responsible for abiding by terms of employment at A&M-SA and ensuring students remain safe while abroad

Counselor – Responsible for serving as a mentor for study abroad students

Administrator – Responsible for functions of the program, including fiscal matters

¹ This document is not intended to guide planning for travel initiated by the student. Those guidelines are maintained by the Office of Student Engagement & Success.

² <https://www.nafsa.org/>

Coordinator – Responsible for leadership and working closely with program partners and providers.

Faculty Eligibility for Study Abroad

- Full-time professional/instructional-track, tenure-track, and tenured faculty members of A&M-SA;
- Retired and emeritus faculty of A&M-SA who continue to teach part-time, with the approval and support of the Department Chair and/or Dean;
- Full-time adjunct faculty with appropriate academic credentials, with the approval and support of the Department Chair and/or Dean.

Course Development

Planning for any study abroad program begins with the faculty member(s), Department Chair, and/or College Dean. A proposal and supporting documents (i.e. syllabus, budget, Chair/Dean recommendation, draft itinerary, etc.) must be submitted to the OIE for review by the course proposal deadlines discussed below. If approved, it then will go for final approval to the Office of the Provost. Upon final approval, the course can be prepared for official publication to students.

In preparing their study abroad program proposals, faculty should keep in mind the following guidelines for a successful study abroad course:

- 1). There must be a clear rationale and academic rigor of the proposed study abroad course. An essential guiding question is: “why should this course be taught abroad or have a travel component?” All study abroad courses are *academic* courses that take place in an international setting. Tours and travel abroad alone are not eligible for A&M-SA semester credit. Study abroad course proposals for curriculum-approved courses should include a syllabus with a clear description of the learning objectives and outcomes, readings, and grading policy.
- 2). A study abroad course must complement rather than compete with existing A&M-SA study abroad course offerings. The course should be “on the books” in cooperation with the Department and College, following established protocols for the scheduling of courses.
- 3). The faculty member, in consultation with the OIE, must adequately prepare students for the study abroad experience prior to their departure. Students need to be informed of what is expected of them academically and as participants in the course. Students are expected to complete forms that assist OIE in having information on file in case of health and safety emergencies or any related challenges that might arise.
- 4). Particular attention should be paid to issues of student safety and welfare. Travel advisories, Texas A&M System policy, local laws, risk-limited activities, and crisis plans must be considered. All students and faculty are required to attend an orientation presented by OIE and to have

health insurance coverage³ (including medical evacuation and repatriation coverage) for the duration of the program. OIE will closely follow all Texas A&M University System rules and regulations. Any students and faculty traveling abroad will be required to sign all relevant OIE and A&M-System documents.

5). Opportunities need to be available for students to immerse themselves in the cultural richness and diversity of foreign locations. These cultural immersion opportunities need to be systematically integrated into the program.

6). The budgets established for study abroad programs should take into account participation by students from various economic situations, and course and travel fees must be strictly and fully accounted for.

7). Faculty remuneration and reimbursement for unexpected expenses is the responsibility of their College. This should be discussed with the leadership of the College prior to the approval of the program by the faculty leader. OIE is not responsible for salary or reimbursement. Please verify with OIE that the latest A&M travel and expense guidelines will be followed.

8). Each faculty leader is required to obtain approval to proceed from the Department Chair if class enrollment is less than the initially stated number on the approved proposal. Lesser than anticipated enrollment has financial implications both for faculty salary and charged program fees to cover expenses.

9). All A&M-SA courses require end of course evaluation(s). Requirements may vary and further details may be provided by both departmental leadership and OIE.

10). Faculty members may request a meeting with OIE as soon as they decide to pursue the development of a new offering. OIE can assist faculty in developing plans and budgets for the program, as well as recruitment ideas.

11). Students and faculty will be required to complete human resources and/or Texas A&M System training(s).

12). OIE will meet periodically with the Provost or a representative of the Provost. Faculty are encouraged to communicate with OIE if they have an idea or a formal proposal that might enhance the educational mission of A&M-SA.

Course Development Checklist

As is fitting to the request, you may need to address these short prompts in detail.

Description – location, length, partnering institution(s), excursions/visits, planned cultural immersions

³ The current (as of 2021, [link](https://www.culturalinsurance.com)) approved vendor for this coverage is Cultural Insurance Services International (CISI, <https://www.culturalinsurance.com>).

Rationale – justification, necessary time frame, potential conflicts, student demand, site evaluation

Eligibility – intended students, required GPA, academic/language requirements, recruitment

Support – resident faculty on-site, provider(s), emergency guidelines

Academic – courses taught, listings, credit/hours, proper facilities, grading

Room/Board – detail accommodations, safety, liability

Budget – detail necessity and non-, excursions, all faculty expenses, contingency

A&M-SA OIE Responsibilities

- Provide reasonable notice to faculty members about responsibilities
- Provide non-financial resources to assist faculty leaders in preparation to lead study abroad programs
- Provide necessary administrative support when challenges arise

Course Proposal Deadlines

Completed proposals with supporting documentation must be submitted to OIE approximately 12-months before the course starts.

Steps in Planning and Implementing

Faculty should refer to the following timeline in developing study abroad courses.

15 Months Before

- Discuss ideas and plans with Department and College leadership
- Meet with OIE to receive guidelines and discuss
- Prepare a program proposal with required attachments and forms

12 Months Before

- Review program applications and inform applicants
- Provide OIE with required information
- Recruit, recruit, recruit

6 Months Before

- Prepare orientation meetings with respect to the course for participants
- Work with OIE and/or Partners to organize a group orientation

During

- Notify OIE immediately of any emergency
- Notify OIE immediately of any change in course enrollments
- Administer the program
- Administer evaluation forms

After

- Submit grades

- Submit evaluations to OIE
- Submit expenses to OIE
- Meet with OIE to review program, budget, and evaluations

Application & Forms Overview

OIE will distribute, review, and process forms

DATE	FACULTY FORMS	STUDENT FORMS
Year Prior	Proposal with supporting documents (Syllabus, Draft Program Itinerary / Budget)	Travel documents
Semester Prior	Course submission Travel request Budget approval Participation guidelines	Study Abroad application Scholarship application Health verification
Weeks Prior	Faculty services Faculty agreements Travel and budget documents Final schedule Contact information	Student Study Abroad Emergency and Liability Packet OIE Orientation Evaluation
Upon Completion	Ledger of all expenses Receipts Travel reimbursement Evaluation	Evaluation

TRAVEL REQUIREMENTS

It is the responsibility of the traveler to obtain their passport and appropriate visa(s). It is recommended that the traveler register with the US Department of State using the Smart Traveler Enrollment Program (STEP). This allows the traveler to receive information from the embassy about safety conditions in the destination country and helps the embassy contact the traveler in case of an emergency.

Employee

Employees traveling internationally must complete the international travel safety training every three years. The training is available through TrainTraq (Course 2111728).

Academic Focus

Faculty-led study abroad are primarily academic courses. Therefore, such classes, field trips, and cultural excursions should never be designed to cater to the needs of those who are not part of the academic experience.

A student or faculty who wishes to bring another person or persons must:

- 1.) Submit this request in writing to OIE
- 2.) Understand the request may not be approved
- 3.) Understand that A&M-SA will strictly follow all guidelines of accreditation, academic rigor, and financial responsibility in approving study abroad courses

Accompanying dependents, significant others, spouses, and acquaintances cannot interfere with the functions of the study abroad program in any way. However, faculty may include family members in a study abroad, bearing in mind the following guidelines:

Faculty Spouse & Children

Spouses⁴ may accompany faculty for the duration of the program, or a significant portion of the program, as long as it does not interfere with faculty duties to the program and students. Spouses should understand that their primary role on the study abroad program is that of spouse and/or caretaker of dependent children. For liability purposes, it is important that spouses do not have responsibilities related to the academic program.

Children or legal dependents under the age of 18 may accompany faculty for the duration of the program, or a significant portion of the program, as long as it does not interfere with faculty duties to the program and students. If the child is under the age of 15, faculty must provide a caretaker. The faculty member must cover the caretaker's expenses. Students on the program should never be asked to serve as a caretaker, under any circumstances.

The faculty member cannot be considered the caretaker. Other faculty, staff, or program directors cannot be asked to serve as a caretaker. Faculty must carefully consider the number of children accompanying a study abroad program. Experience shared by former study abroad faculty suggests that bringing a spouse and several dependent children abroad requires a higher level of attention from the faculty member than is encouraged.

Financial Considerations for Accompanying Family Members

State regulations require faculty to pay all expenses of their spouses and dependents. A&M-SA policies do not allow such expenses to be paid by study abroad program fees. The faculty member must make separate payments for spouse and dependent expenses. This information must be made transparent to ensure that student program fees do not subsidize non-participants. OIE must strictly enforce financial guidelines to ensure quality and future service for students.

⁴ In the case where a spouse is also a faculty member, spouses should be interpreted as faculty that are not faculty of record for the course.

Dependents are not guaranteed access to potential “group discount” prices. In cases in which a faculty member requires a logistical arrangement for a dependent or spouse that costs more than the price paid by a student, faculty is responsible for the cost difference (e.g.: if paying for a double room instead of a single room in a hotel, faculty would pay the difference between the single and the double to accommodate an accompanying spouse).

Logistical Arrangements for Accompanying Family Members

All program accommodations should be made to meet the needs of students and faculty first, not dependents or spouses. Faculty are responsible for obtaining passports and visas for their spouses and dependents. Faculty are responsible for obtaining health insurance for their spouses and dependents. Faculty must organize travel arrangements for their dependents whenever their arrangements deviate from the planned study abroad program, including but not limited to transportation, excursions, hotels, and meals.

When arrangements coincide with the study abroad program, these will be coordinated using the same program deadlines that apply for students in the program. Dependents may room with faculty if accommodations allow. However, financial propriety is of paramount importance (for example, a room upgrade must be paid for with personal funds).

Dependents are never permitted to share accommodations with students. Dependents should not compromise the planned academic program in any way, including but not limited to preventing faculty from attending or leading trips or other academic elements of the program, disrupting academic activities, or preventing students from scheduled cultural activities.

Recruitment

Faculty are strongly encouraged to utilize existing A&M-SA resources for recruitment. These resources include campus recruiters, the College and departmental staff, the marketing staff (where materials can be printed), and programs with access to engaged students such as Honors.

The best time for recruiting to take place is as early as possible. To ensure a study abroad program is filled by the deadline, develop a marketing plan that begins when the academic year starts and builds until the deadline. OIE and experienced faculty are the best sources of information.

Publicize the study abroad opportunity as early as possible, and actively continue to do so in different venues.

Major venues for publicity include:

- Announcement in appropriate classes
 - Visiting classes is one of the most effective ways of informing students
- Posting of the SA course on the OIE web site

- Administrative (college/department) channels
- Announcement via student organizations
- Posters and flyers at key campus locations
- Information sessions (OIE can assist)
- Printing a brochure, including all relevant information and any available scholarships

OIE is a partner in every step of this process.

Safety

Faculty responsibilities are not limited to the classroom. The safety and the health of all participants must be protected as much as possible.

REQUIRED APPS

SafeZone: All faculty and students are required to download the SafeZone app for emergency communications abroad.

After downloading the SafeZone app, you must create an account using your university email. You will then be prompted to fill in your basic personal information. The SafeZone app will send a confirmation email to your university account. Click on the confirmation link provided in the email to complete your registration.

The SafeZone app requires Wi-Fi and location services to function. If you have any questions about the app, or to request further information or assistance, you may contact the A&M-SA police (police@tamusa.edu) or the UPD Clery Compliance Coordinator at (210) 784-1906.

Student Conduct

Students participating in A&M-SA study abroad programs are legally adults and responsible for their behavior. However, they do represent their home institution and country while abroad. It is the responsibility of the faculty to advise students when they are offending the norms of the host country. Part of the pre-departure and on-site orientation for the program should include discussion of those norms and common ways in which they might be violated. Students should also be aware that they are subject to the laws of the host country and to the A&M-SA Code of Conduct. The Code of Conduct is detailed in the A&M-SA student handbook.

For small violations, it may be effective to address issues by speaking casually with a group of students (particularly friends of the offender) about how their behavior will be perceived by host culture members – “peer pressure” can be an effective way to correct minor student misbehavior.

For serious violations which jeopardize the safety or well-being of the offender, other students, or members of the host culture (instructors, home stay families, etc.), students must

understand that such behavior may result in immediate dismissal from the program, failure of courses, loss of program cost and early return at the student's expense.

Student Dismissal

Some circumstances may require immediate student dismissal from a study abroad program. These circumstances include but are not limited to the following:

- Students whose actions are illegal and/or whose actions are in gross violation of the Office of Student Activities travel procedures. (Rule 13.04.99.01)
- Students whose conduct is in violation of the rules of the sponsoring organization/institution.
- Students whose conduct is in violation of regulations governing A&M-SA student behavior.
- Students whose conduct is in violation of the foreign country's civil/criminal statutes.
- Students whose conduct is in violation of norms such that the presence of the student places in jeopardy the integrity and reputation of the program and/or participants.

Health

It is not legal for university employees, including faculty members, to contact a student's parent or guardian regarding medical conditions or emergencies if the student is over 18.

If a student is involved in a medical emergency or an emergency of any other kind, the faculty should urge the student to contact their parent or guardian, or to allow faculty or the OIE to get in contact. However, faculty should only make contact with a student's parent or guardian once student permission has been acquired.

Prior to departure, faculty must collect the following information (see OIE forms):

- Phone number and address of the nearest US Embassy or consulate
- Name, address, and number of nearest large hospital which provides urgent care
- Directions for operator-assisted dialing to the U.S. from site, including all codes

In the months prior to departure, it is important to monitor the security status of the destination country, which is provided by the U.S. State Department travel advisories.

Be sure to inform students of potential risks, both in writing and in a mandatory group meeting. It is important to respond to risks discussed in public forums such as the State Department travel advisories, and to let students know why you think this risk does not necessitate canceling or changing the program. For example, faculty might discuss a status of civil unrest in an area of the destination country distant from the itinerary. It is not advised to ignore such advisories, especially when family members might worry about a situation, even if there is little possibility of danger.

If an emergency arises, follow closely the procedures outlined in this handbook, as well as the forms and the trainings of OIE. Do not release any information to the media without first receiving the permission of A&M-SA. A serious crisis is always possible but exceedingly rare. Faculty have the responsibility to react calmly and appropriately.

It is essential that faculty and students record all necessary immunizations with OIE before departure. These requirements can vary by country. OIE will ensure that all participants have knowledge of their particular requirements. No participant will be allowed to travel without full and complete documentation of required immunization.

Disabled Participants

Under the Americans with Disabilities Act (ADA), students with disabilities who are otherwise qualified to participate in a study program cannot be turned denied solely on the basis of their disability. If a disabled student wishes to discuss participation, they must be informed about possible risks or difficulties involved in participation and must not be discouraged from participating. A&M-SA has services, such as counseling, that may be helpful for the student's decision-making process.

Emergency Information

In the event of an emergency involving the health or safety of a student, faculty should contact OIE as quickly as possible. Be sure to collect detailed information upon learning of a critical incident.

Make sure the student is receiving medical attention. Contact the host, partner, or the official designated contact, about the incident. Provide all available details about the incident and fill out the appropriate paperwork as directed.

In the event of an emergency, contact the A&M-SA Police Department: (210) 784-1200. The department will then notify the proper officials. Leave a number and method of contact.

Medical Emergency

Proceed to the closest health care provider. Obtain bills and receipts from treating physicians and hospitals stating the amount paid, the diagnosis documents, and submit the documents to the insurance provider. Claims should be reported directly, following the guidelines submitted in the study abroad application.

U.S. Embassy

In the event of the death, disappearance, arrest/detention, or serious medical crisis involving a A&M-SA student, immediately contact the nearest U.S. Embassy or Consulate, American Citizen Services section. If unable to contact the embassy or consulate, contact the American Citizen Services office at the U.S. State Department at (202) 647-5225.

In the event of a natural disaster, large-scale transportation accident, or terrorist attack, contact OIE immediately to confirm that the group is safe. Encourage students to call a family member or friend at home.

The U.S. State Department often has comprehensive assistance available to American citizens studying abroad. However, this will vary by region. Emergency contact information must be easily and widely accessible to students and families.

Other Methods for Emergency Contact

A variety of websites and smartphone applications provide assistance and aid in the sharing of information in the case of an emergency. Examples include a group website, updated regularly by participants, and specific phone apps that facilitate the “flow of information.”

It is highly recommended that faculty put together a business card of emergency contact information for the students and themselves.

Financial Information

Faculty must develop a program budget that documents all projected expenses. Unless all program expense payments will be made in U.S. dollars, a 5% “safety margin” should be factored into the budget to cover currency fluctuations (see also Forms).

In general, program budgets can be divided into two parts: fixed and variable. Some costs can vary greatly. Perhaps most important is the cost of other instructors. Instructor costs must be carefully considered and planned for. One example of an unexpected instructor cost could be the increased fees charged by a hosting institution shortly before arrival. It is important to proceed with caution when in partnership with other institutions – a history of trustworthy relationships and a strong reputation is to be highly valued.

Fixed Costs (costs regardless of the number of participants):

- Travel and lodging for faculty and other instructors
- Costs for producing and distributing publicity materials or hosting publicity events
- Telephone and fax expenses
- Classroom / educational rental(s)
- Contingency fund to cover unexpected incidents

Variable Costs (costs dependent on the number of participants):

- Health insurance costs
- Student lodging
- Expenses for student meals
- Student airfare
- Admission to museums and cultural events
- In-country transportation

Proof of student personal health insurance, travel and international health insurance (i.e. CISI) and immunizations must be provided prior to travel. Under no circumstances will travel be permitted if students are not cleared for travel by OIE.

Tuition and fees are not included in the budget. Students are responsible for tuition and fees, which may be covered by scholarship support. Faculty are strongly encouraged to assist students with information-gathering and producing high-quality scholarship applications. Remember also that non-resident students pay a significant tuition and fee difference compared to resident students.

Often, student airfare is not included in the program cost, as students may have personal preferences for return dates. Pay close attention to efficient and cost-effective air travel. It is recommended to submit a proposal, especially one featuring a partnership with another institution, utilizing only those programs that feature a strong, demonstrated infrastructure of logistical support for travel.

Please work in cooperation with OIE to submit a cost-effective proposal.

Travel Fund

Overview: This fund can be drawn on in support of the general benefit of the students in study abroad courses. Expenditures might include incidentals such as museum fees, bus fares, room and board, periodicals, group restaurant charges, and emergencies. Any payments made out of the fund are technically payments from an A&M-SA account, subject to conditions governing disbursement from those accounts. Therefore, they must be strictly accounted for.

The Travel Fund is subject to certain conditions. The amount of the Travel Fund will vary, depending upon the type of program, the length of the program, the host country, and the exchange rate of the dollar.

The Director of OIE serves as the account administrator, and faculty are custodians. They are responsible for recording and documenting disbursements from the fund. In certain areas, it may be desirable to designate more than one fund custodian. If more than one fund custodian is designated, it must be indicated in a letter to A&M-SA Comptroller. Each fund custodian will be responsible for the funds under his/her supervision, and each must sign the documentation for his/her portion of the fund when the program ends. The fund should never be administered by a student or by a non-A&M-SA employee.

The following are examples of authorized expenditures from the travel fund:

- Expenses for students relevant to the intended purpose of the trip
- Gifts to be offered to hosts or individuals, reasonable in cost
- Educational materials for the sole use of students participating in the program
- Museum entry fees for students and faculty
- Service charges for exchange money

- Medicines if they are for the general use of all students
- Lecture fees for visiting lecturers
- Group ground transportation
- Donations offered in lieu of an entrance fee
- Tipping of service workers, as culturally appropriate

The following are examples of un-authorized expenditures:

- Medicine or personal items for faculty or faculty family members
- Supplies/equipment that remain in the possession of faculty after the program
- Expenditures for guests of students, faculty, or visiting lecturers
- Medical or pharmacy expenses for individual students
- Expenditures for items belonging to faculty or students that have been lost or stolen

Records

OIE will require an exact accounting of all expenditures in the form of receipts, invoices, and a daily log of all disbursements (see Forms). When noting the cost of an item in the logbook, note also the exchange rate and convert the cost to dollars. If a receipt cannot be obtained for disbursement, the fund custodian must note the disbursement in his/her records and indicate that receipts were not available. Number all receipts with corresponding entries in the disbursement log. It is advisable to collect receipts as a group because it can often be difficult to collect individual receipts from students.

In the event that funds are stolen, the fund custodian should first notify the law enforcement agency in the host country and then OIE. Should the fund custodian be unable to account for all of the funds, the decision will be made by OIE as to whether the fund custodian should cover the funds.

Following OIE guidelines, money can be disbursed to students during the trip. Identical amounts should be allotted to each student. All students must sign for the funds. Any remaining amount must be returned to OIE. As soon as possible after the end of the program, and no later than the date pre-arranged with OIE, the fund custodian must submit an itemized list of disbursements including dates, amounts, and conversion to U.S. dollars, disbursement logs, numbered receipts, and any unspent amount. If additional information or explanations are necessary, submit appropriate documentation.

If the fund custodian intends to extend his/her stay abroad, the account administrator must be notified in advance. Records must be turned in as soon as possible following the fund custodian's return. The fund custodian is responsible for returning all unspent funds and receipts for all disbursements.

Alcohol

In many cultures, the consumption of alcohol is a normal part of dining and conversation, and individuals are permitted to drink before the age of 21. Cultural norms regarding alcohol consumption should be followed as appropriate. Students who decide to consume alcohol should exercise discretion. Local laws must be followed at all times. Students must pay for any alcohol to be consumed themselves.

Faculty should in no way encourage students to consume alcohol. Faculty should be sensitive to the fact that not all students, or their parents, may approve of the consumption of alcohol. OIE will work closely with faculty and students so as to respect cultural norms and ensure safety and educational advancement.

Generally, the travel fund should not be used for the purchase of alcohol. There may be certain circumstances, however, in which the purchase of alcohol from the fund may be justified. If alcohol is consumed at a business meal (with a host, for example) in which such things as program evaluations or plans for future programs are discussed, the fund can be used to pay for alcohol. If alcohol is included in the cost of a group dinner or celebration and the program is expected to pay, the fund may be used. This is, nevertheless, not encouraged. Please use caution and discretion.

Insurance

You should confirm with the program provider or vendor whether international health insurance is included in the program costs or must be purchased separately. International health insurance will provide you with the necessary coverage should you need to visit a doctor or hospital while abroad. Refer to your program's insurance policy for more details. If not provided, faculty and students may purchase coverage through the Texas A&M System policy, Cultural Insurance Services International (CISI). For more information about international health insurance, review the CISI Policy Brochure.

Title IX

Title IX of the Education Amendment of 1972 prohibits discrimination on the basis of sex in educational programs and activities at institutions that receive federal financial assistance.

Sexual harassment, including sexual violence, is a form of sex discrimination and is therefore prohibited under Title IX. Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature constitute sexual harassment when this conduct is so severe, persistent or pervasive that it explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work or educational performance, or creates an intimidating or hostile work or educational environment.

Unwelcome means that an individual did not request nor invite it and considers the conduct to be undesirable or offensive.

Texas A&M -San Antonio is committed to providing an environment of academic study and employment free from harassment or discrimination to all segments of its community; its faculty, staff, students, guests and vendors; and will promptly address all complaints of discrimination, sexual harassment, and related retaliation in accordance with applicable federal and state laws.

OIE Director Responsibilities

The OIE Director shall promptly report in writing to the A&M-SA Title IX Coordinator that a potential incident of sex discrimination, including sexual harassment, has taken place and the on-site plan of action to address the incident. After each step of the plan, the OIE Director shall update and cooperate with the Title IX Coordinator. The OIE Director will provide a full report of the incident to the Title IX Coordinator within 30-days of the occurrence.

Faculty Responsibilities

All faculty shall promptly report in writing to the OIE Director and/or Title IX Coordinator that a potential incident of sex discrimination, including sexual harassment, may have occurred and the faculty member's interaction with those involved. The faculty member will cooperate fully with the OIE Director and/or Title IX Coordinator with an on-site response plan to be implemented by the faculty.