Missouri State | OFFICE OF EDUCATION ABROAD

FACULTY & STAFF AMBASSADOR AGREEMENT

Name:

Department/School/Division:

Position Title:

Education Abroad Program:

Program Dates:

PURPOSE

The Faculty & Staff Ambassador Program provides Missouri State University faculty and staff with an opportunity to participate in an Education Abroad program as a professional development experience. Ambassadors are expected to increase their understanding of international education and support Education Abroad initiatives following their participation.

Participation as a Faculty & Staff Ambassador is subject to the following eligibility requirements, approvals, and responsibilities:

1. Eligibility and Approval

I certify that I am an eligible Missouri State University faculty or exempt staff member and have completed at least three years of employment with Missouri State University.

I understand that participation in the Faculty and Staff Ambassador Program is limited to one program per employee per lifetime.

I have obtained approvals from my department head or supervisor and dean or vice president to pursue this opportunity.

2. Professional Development

If my position does not include direct contact with students, I must submit a statement explaining why participation as a Faculty or Staff Ambassador constitutes meaningful professional development for my role and how the experience will benefit my work at Missouri State University.

3. Funding and Financial Responsibility

I understand that the Office of Education Abroad and student participants will not fund my participation in this program.

I acknowledge that all program fees, airfare, and other travel-related expenses are my responsibility unless funding is provided through approved departmental, college, division, professional development, grant, or other resources.

4. University Travel Requirements

I agree to comply with all University travel requirements, including submission and approval of the Foreign Travel Authorization Form and any other required documentation.

5. Employment Status and Compensation

I understand that participation in this program is considered a professional development activity.

I acknowledge that participation does not create eligibility for overtime pay, compensatory time, supplemental pay, or other additional compensation related to travel or participation in the program.

6. Conduct Expectations

I agree to comply with all Missouri State University policies, Education Abroad policies, program rules, and the Education Abroad Behavioral Expectation and Participation Agreement.

I understand that violations of University or program policies may result in removal from the program at my own expense.

7. Ambassador Responsibilities

As part of my application, I will submit a statement of no more than 500 words describing how I will promote Education Abroad during the six-month period following completion of program travel. I understand that my proposed promotion must be substantial and must exceed making an announcement at a school or department meeting. I agree to complete the promotional activity/activities described in my statement. I agree to complete a post-program assessment.

8. Academic Credit

I understand that I will not receive academic credit for this program unless I enroll in one or more of the courses offered. I understand that I may use the MSU tuition benefit to fund the course(s) in which I enroll.

9. Assumption of Responsibility

I understand that participation in international travel involves inherent risks and that I am responsible for completing all required pre-departure materials and following all health, safety, and risk management requirements.

I acknowledge that my participation is voluntary and that I am representing Missouri State University while abroad.

I understand that participation as an Ambassador does not meet the requirements of future program leadership. Ambassadors interested in future program leadership must meet with the Education Abroad Coordinator to review the requirements of program leadership.

By signing below, I confirm that I have read and understand this agreement, meet its eligibility requirements, and agree to fulfill the responsibilities and comply with the terms outlined above.

Faculty/Staff Ambassador

Signature: Date:

Department Head/School Director/Supervisor Approval

Signature: Date:

Dean/Vice President Approval

Signature: Date:

Office of Education Abroad Approval

Signature: Date: