Faculty-Led Richter ~ Research & Creative Practice Immersive Projects

ACADEMIC POLICY AND PROCEDURES

1. International Programs Committee of Faculty Council (IPC) shall endeavor to recommend for approval by the Dean a balanced set of immersive projects. These projects may include research, creative practice, and community based learning, and will reflect a diversity of disciplines, regional geography, eligibility requirements, such as language, and will be in accordance with the strategic goals of the College. International Programs and IPC will consider proposals which adhere to the following:

2. Timeline

In February, applicants may apply for winter and summer of the subsequent academic year. For a more detailed timeline click here. A maximum of 1 deferral is permitted; subsequent deferrals will require a full new application.

3. Funding Criteria

3.1. Resident, tenured and tenure-track faculty by time of participation are eligible.
3.2. Projects derive from faculty scholarship/creative practice.
3.3. 2-3 weeks outside the USA at primarily one site.
3.4. Budget total up to $15,000 project maximum and $3,500 per person maximum. Special consideration given to projects that exceed the $15,000 cap on a case-by-case basis. 3.5. Covered expenses: international travel, modest housing, partial meal subsidy, project materials, local transportation, other costs as approved.
3.6. Faculty compensation is $1500, disbursed upon completion of final presentation and report.

4. Project Structure

4.1. Typically, one faculty member is the primary investigator/practitioner for each group of students (see 4.2). Joint projects with more than one faculty member are welcome. 4.2. Each faculty leader supervises two - to four student collaborators. Students will have clearly defined research/creative practice responsibilities with reasonable independence and responsibility for a variety of outcomes.
4.3. Graduating seniors will not be funded.
4.4. Proposals must be endorsed by the department chair.
4.5. An in-country host organization will provide a reasonable modicum of logistical and crisis support. This may be a local university, tour agent, field station, lab, NGO, etc. as appropriate to the design of the project.

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5. Administration

5.1. **Training** - For all funded projects, faculty are required to actively participate in pre-departure meetings with IPO concerning health and safety management protocols & logistics. 5.2. **Budget** - Expenses must directly relate to project implementation and as budgeted and approved. Following standard College budget procedures, faculty and students are subject to the procedures set forth by the business office for all project expenses. Unused funds will be returned to the College. Except in a documented emergency, no budget changes are allowed. 5.3. **Administrative Expectation**- Required cooperation and collaboration throughout the pre-departure and return phases. Failure to meet deadlines and communicate with IPO as soon as the faculty director learns of any potential modifications or changes to the project may result in rescinding of Richter funding.

5.4. Approved projects are subject to College policies and practices including IPO policy and procedures governing Global Projects by students such as travel clearance (Conduct, Emmons, Student Success Team, Title IX, etc.) and mandatory pre-departure orientation (both faculty and students).

5.5. Substantive itinerary changes such as changes in location, faculty mentor or theme are not permitted after a proposal has been approved by the International Programs Committee unless health, safety or other circumstances require. Substantive changes must be filed with IPO and approved by the IPC and the Dean of the College.

6. In-country Requirements

6.1. Faculty mentors will be present at the project site with the student collaborators for the entirety of the approved dates. No exceptions.

6.2. Projects will be canceled or rescheduled if a faculty member cannot be present for any reason.

6.3. Faculty collaborate with IPO and the host organization to manage any matter that jeopardizes participants' health, safety or the viability of the project.

6.4. Contracting for in-country crisis support is required. Faculty can use IPO partners, other educational partners or travel organizations as approved by the College.

7. Presentation Requirements

7.1. Faculty and student collaborators' written reports and debriefs are due to IPC upon return.

7.2. Faculty and student collaborators will publicly present the results of their scholarly collaboration upon return. IPO funding may be available for refreshments, publicity, etc.

Last Revised Date: Fall 2025

International Programs
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