

May 2010

Dear Colleagues,

Student and group travel at Salem State provides a world of learning experiences to our students and the members of our wider community. It contributes directly to fulfilling Salem State's mission by developing firsthand knowledge of other cultures and societies thereby preparing our students and the members of our community to "contribute responsibly and creatively to a global society." More specifically, student and group travel provides opportunities to integrate international/global perspectives into academic and campus activities." Indeed, there is, perhaps, no better way to develop a "global perspective" than through the experience of travel.

Currently, there are a wide variety of academic areas, offices, and campus organizations offering student and/or group travel opportunities at Salem State including individual academic departments, Continuing Education, the School of Graduate Studies, Alumni Affairs, the Center for International Education (Study Abroad) as well as numerous student groups and clubs. In the past year alone, trips have been offered to a number of domestic and international locations including the American Southwest, Montana, New Orleans, Canada, Costa Rica, England, France, Ireland, Italy, Switzerland, Spain, and Timor-Leste.

Although many of these trips had some type of administrative oversight, there was very little consistency in the policies, procedures, and documentation used by the different units offering these trips, also there was no institution-wide database or master list of trips that were scheduled or that actually took place. This lack of standardization and ready access to travel program information had the potential to hamper the university's ability to adequately respond to hazardous situations that groups may encounter while traveling.

In order to address those concerns and to improve the administration of student and group travel, President Meservey convened a Travel Committee during the spring of 2009 that was charged with reviewing the current state of student and group travel at Salem State and developing a comprehensive set of recommendations and best practices to improve the development, oversight, and administration of these travel programs.

The Travel Committee has recently concluded its work and forwarded its recommendations to the president and me for our review. The All College Committee has also been involved in the review process and encourages the implementation of the new policy. The president has approved the following recommendations made by the Travel Committee:

Procedures for all student and group overnight and longer travel. This excludes regular athletic travel and activities.

a) A standing Student and Group Travel Advisory Committee be formed to implement the Travel Committee recommendations.

b) All student and group travel at Salem State should be classified using the following categories:

- Academic Travel (study abroad, travel courses, required overnight/weekend academic travel, etc.)
- Student Life Travel (groups and clubs travel, etc.)
- Affiliated Travel (alumni, non-credit course travel, etc.)
- Employee or Faculty Travel (excluding professional business travel)*

*Employees requesting approval for professional business travel must use the current Financial Services' Request and Authorization to Travel Form.

c) Beginning summer 2010, all student and group travel at Salem State must be approved, on the five (5) required forms**, by the appropriate area head(s) or designee(s) as follows:

- Academic Travel-Provost and appropriate Dean
- Student Life Travel-Associate VP of Student Life
- Affiliated Travel-VP of the sponsoring area or Designee
- Employee or Faculty Travel-Appropriate Area Head (Current Practice)

**The five (5) required travel forms are:

- Travel Proposal Form
- Travel Course/Program Participant Agreement
- Participant Disclosure Form
- Information and Notification Form
- Financial Responsibility

These forms can be found at: www.salemstate.edu/travelforms<<http://www.salemstate.edu/travelforms>>

Individual Vice Presidents will be issuing directives as to the organization and implementation of this policy in their respective areas.

Sincerely,
Stanley P. Cahill, Ph.D.
Executive Vice President