

INT'L RISK MANAGEMENT – ROLE CLARIFICATION

SPONSORING UNIT

The Sponsoring Unit is the group responsible for the proposed program and activities.

- Determines and appoints the Program Leadership Team and organizes training/preparation for the team and participants
- Supervises all program development and logistical planning
- Presents all pre-departure orientations (in collaboration with the Roukema Center for International Education) and disseminates resources to program leadership team
- Determines a 24/7 on-call phone number & appoints a staff member to serve as a first responder
- Develops a unit-based process calendar

PROGRAM LEADERSHIP TEAM

The Program Leadership team consists of faculty, staff, student leaders who have been appointed by the sponsoring unit to teach, manage and/or assist students during their international travel.

- Provides regional and programmatic guidance to the Sponsoring Unit
- Responsible for in-country program implementation
- Serves as the first responder for in-country issues, contacts insurance provider, notifies staff member designated as 24/7 on-call professional, assists and supports students with their issues in-country
- Coordinates program delivery with local organizations
- Communicates regularly with the Sponsoring Unit on all aspects of program development and delivery

UNIT HEAD

The Unit Head works with the sponsoring unit and the program leadership team to ensure all institutional requirements are met. For academic units this refers to the Dean, in other units the Associate VP is the authority this refers to.

- Approves all aspects of program development, implementation and evaluation

DIVISION HEAD

The Vice President is the administrator that has final sign off on program and budgets.

- Approves for all divisional activities

INTERNATIONAL RISK ASSESSMENT COMMITTEE (IRAC)

A representative committee charged with reviewing risk associated with the locations of current or proposed international programs.

- Completes risk analyses at country-level
- Makes recommendations to President's Cabinet
- Monitors all program destinations on an on-going basis
- Convenes emergency meetings when necessary for immediate program location assessments

ROUKEMA CENTER FOR INTERNATIONAL EDUCATION

Unit responsible for international study abroad programs and for providing location specific information for student, faculty and staff travelers.

- Delivers and provides support for pre-departure orientations
- Enrolls the traveling group in a Ramapo College approved insurance provider
- Provides international travel risk resource packets to sponsoring unit

ADMINISTRATION & FINANCE

Unit responsible for fiscal compliance with state and federal regulations

- Vendor contract review
- Processes all travel expenses
- Provides direction in all matters of purchasing (p-card; cash advances; approved vendors; bidding; contingency funds; etc.)

HUMAN RESOURCES & EMPLOYEE RELATIONS

Unit responsible for personnel and terms and conditions of employment

- Oversees all personnel matters, compensation & contracts