

**PURSuing INTERNATIONAL
OPPORTUNITIES
GUIDELINES FOR OHIO EXTENSION
PERSONNEL**

The Guidelines contained in this leaflet are designed to help answer questions that often arise if someone is invited to participate in an international conference, study tour or project.

You will find on pages two and three that international opportunities are divided into three broad categories: growth opportunities.

Staff Development Opportunities - These international opportunities may include study tours, conference participation, linkage projects, or similar educational activities which provide Extension personnel with professional growth opportunities.

OSU/OSUE Sponsored Projects - The College of Food, Agriculture and Environmental Sciences International Programs Office, other OSU Colleges/Departments or perhaps in the future, OSUE may invite OSUE staff to assist with an overseas project for which the college or department has received funding to cover expenses. These are often called sponsored projects.

Consulting - International opportunities for which the employee is a paid consultant may also arise. The work which would not be considered to be a part of that fourth page are listed the individual's regular program assignment.

On the fourth page are listed the steps **recommended** in obtaining administrative approval for international activities.

| Duration | Less Than One Month | One to Six Months | Seven Months to Two Years | |
|--|-----------------------------------|--|--|--|
| STAFF DEVELOPMENT OPPORTUNITIES | Continuing OSUE Program | Employee makes arrangements similar to time taken for vacation, professional meetings, etc. | <p>Release county contributions for agent position to hire program assistant</p> <p>Reassign responsibilities to existing faculty and staff (i.e., make temporary multi-county or multi-program assignment)</p> <p>Use interns, or and retired faculty</p> <p>Reassign another employee to the position in a “staff development opportunity”</p> | <p>OSUE would provide the employee with a similar position but not necessarily the same one</p> <p>Hire a long term or permanent replacement</p> <p>Release dollars to hire backup (i.e., release county contribution for agent position to hire program assistant)</p> <p>Reassign responsibilities to existing faculty and staff (i.e., make temporary multi-county or multi-program assignment)</p> <p>Reassign another employee to the position in a “staff development opportunity”</p> |
| | Salary | Continue on regular payroll (assuming participation is requested and approved as staff development) | Continue at full and/or partial salary consistent with SSA, SRA, Professional leave, etc., guidelines | Continue at full and/or partial salary consistent with SSA, SRA, Professional Leave, etc. |
| | Expenses | <p>Use annual out-of-state staff development allocation</p> <p>Request support from College and University International Offices</p> <p>Apply for OSUE Innovative Funds</p> <p>Apply for scholarships and similar grants through OSUE Scholarship Committee</p> <p>Request support from outside organizations, i.e., MUCIA, Foreign host, VOCA</p> | See “Less Than One Month” | See “Less Than One Month” |
| | Insurance | Continue regular University | Continue regular University coverage* | Continue regular University coverage* |
| | OSU/OSUE SPONSORED PROJECT | Continuing OSUE Program Salary | See “Staff Development/Less Than One Month” | See “Staff Development/Less Than One Month” |
| | Expenses | <p>Continue on OSU payroll</p> <p>May be eligible for supplemental international stipend</p> <p>OSU/OSUE may be reimbursed by funding agency Covered by project (following project guidelines)</p> | <p>See “Less Than One Month”</p> <p>Covered by project (following project guidelines)</p> | <p>See “Less Than One Month”</p> <p>Covered by project (following project guidelines)</p> |

| Duration | Less Than One Month | One to Six Months | Seven Months to Two Years | |
|-------------------|---|---|--|--|
| Insurance | Continue OSU coverage. Obtain information from OSU Office of Personnel Services | Continue OSU coverage. Obtain information from OSU Office of Personnel Services | Continue OSU coverage. Obtain information from OSU Office of Personnel Services | |
| CONSULTING | Continuing OSUE Program | See "Staff Development/Less Than One Month" | Same as "Staff Development/One to Six Months." Each situation will be evaluated separately. | Same as "Staff Development/Seven Months-Two Years" whenever possible. Each situation will be evaluated separately. |
| | Salary | Continue on OSU Payroll for a limited time (up to 10 consecutive work days) following OSU guidelines. Beyond this, vacation time or leave with pay must be requested and used. Consulting must be approved in advance and the proper forms filed. | See "Salary/Less Than One Month." STRS/PERS Benefits for person on approved leave without pay can be purchased within six months after the individual returns. | See "One to Six Months" |
| | Expenses | None proved by OSU/OSUE | None proved by OSU/OSUE | None proved by OSU/OSUE |
| Insurance | OSU coverage continues so long as employee continues on OSU payroll and/or takes measures through OSU Personnel Services to continue coverage. However, some individuals might want to consider additional/ supplemental coverage through Workers Compensation or a private insurance company. See "Less Than One Month" | See "Less Than One Month" | See "Less Than One Month" | |

*Advisable to obtain information on medical insurance out-of-country claim procedures.

ADMINISTRATIVE APPROVAL AND REPORTING GUIDELINES

Individuals using normal out-of-state travel allocations should follow standard procedures. You **are** encouraged to make administrators aware of international opportunities and share experiences with colleagues and clientele upon your return.

The following steps must be followed by OSUE personnel whose travel plans cause them to request supplemental OSUE funding or release time.

STEPS TO BE TAKEN IN OBTAINING ADMINISTRATIVE APPROVAL

- 1) Consider how the opportunity relates to the Ohio State University Extension goals for internationalizing:
 - Expand the exchange of knowledge between citizens of other countries
 - Facilitate economic and cultural opportunities for Ohio clientele
 - Provide Extension personnel with professional growth opportunities
- 2) Obtain the support and approval of appropriate Administrators as far in advance of the opportunity as possible. An initial discussion followed by a request in letter form to the persons indicated below is suggested.
 - **County personnel:** county chair and district director
 - **District personnel:** district director and appropriate assistant director
 - **State specialists:** department chair and appropriate assistant director
 - **Leadership Network:** team leader
 - **Administrative Cabinet Member*:** director

The Administrator whose title is underlined will take responsibility for forwarding your REQUEST LETTER and administrative recommendation to the **DIRECTOR OF OSUE** for approval.

- 3) Your request letter should include the following information:
 - a) What is the **purpose** of the trip?
 - Outline your role or responsibilities
 - Identify when it will take place (dates you will be absent from your current position)
 - Who is the sponsor?
 - How will expenses be covered?
 - b) How would participation further the goals for internationalizing OCES?
 - c) What special funding or release time is sought?
 - d) Explain your plan for sharing what you learn with colleagues and clientele upon your return to Ohio.
 - e) Indicate how your current program responsibilities will be covered while you are out of the country.
- 4) COPIES of your request letter should be sent to: 1) OSUE Department Chair; 2) Leader, Business Operations; 3) Director, International Programs in Agriculture and 4) Appropriate College administrators.
- 5) Approval of out-of-country trips will be made by the Director, OSUE.

REPORTING GUIDELINES FOR INDIVIDUALS WHEN REQUEST IS APPROVED

- 1) Prior to leaving for your out-of-country opportunity, read about the country(ies) you will be visiting. Identify a question, a concern, or problem you would like to explore. During the course of your visit, talk with people, make observations and strive to answer the identified question.
- 2) Keep a log or a Journal of your experiences while out of the country. Upon return evaluate the opportunity. What you have gained? Identify potential future opportunities for yourself or other Extension staff related to this experience.
- 3) Within one month of return, prepare a short (approximately two page) written report of your experiences and observations. Include recommendations based on your evaluation. Copies should be sent to: 1) OSUE Department Chair; 2) Your immediate supervisor(s).

B. Ludwig
10/91

Approved by Administrative Cabinet on 10/8/91; Updated 7/2000