**Developing a Department Policy**

Department policies are to be crafted according to Rice University Policy No. 101 “University Policy Development and Management.” These policies can be generated by the department and approved by the Responsible Official (in this case, Chair), to carry out matters that related to that department. These policies do not require presidential approval, although they must be consistent with all applicable university policies and procedures.

The following page offers a guide for developing a departmental policy that will be overseen and enforced by the Department Chair. This guide has been approved by Ken Liddle, Chief Compliance Officer, who oversees policies.

**DEPARTMENTAL POLICY ON FIELD WORK AND TRIPS**

**Department Policy No.**

**I. General Policy**

This policy outlines the planning process, expected behavior, and other elements related to off-campus field work and trips (whether for education or research purposes). This policy does not replace nor alter policies at the University level, including harassment or alcohol/drug use, *all* of which apply to any Rice-sponsored activity whether on- or off-campus.

**II. Roles and Responsibilities**

*Faculty or Staff:* Faculty or staff planning an off-campus activity must fill out the [**Rice University Field Safety Planning Tool (“Planning Tool”)**](TBC)and must contact the Office of Risk Management during the planning process to ensure that all relevant considerations are taken into account in this phase of the anticipated activity off the Rice campus. If non-USA citizens are included, the Office of International Students and Scholars must be notified and students must talk with them in person about the trip and any potential via issues.

**NOTE: All** Rice University policies apply to time away from campus sponsored by Rice University.

**Each item in the Planning Tool should be completed**, using “N/A” or “not applicable” if the information is not relevant to the planned activity. This process should include sharing and discussing the contents of this document with planned participants prior to the required review and approval by the Department Chair.

This completed Planning Tool should be provided to the Department Chair for review **at least** two weeks (preferably longer) prior to the anticipated departure date to provide time to assess and make any requisite accommodations to the plans.

*Chair:* The Department Chair will review the completed Rice University Field Safety Planning Tool and identify any areas of concern. Following the addition of effective ways to address any such concerns, the Department Chair will approve the document and Faculty or Staff will convey any changes to the participants in the anticipated field work or trip prior to departure.

The Department Chair will keep these materials on file for 5 years following the field work or trip.

**III. Relevant Related Policies**

The following list encompasses Rice policies most relevant to off-campus activities, and these policies delineate steps to be taken in the event of a violation:

313. Laboratory Safety Policy

323. Drug Free University

324. Research Misconduct

402. Access and Accommodation for Individuals with Disabilities

427. Compliance with Law

806. Rice University Travel, Business Meeting, and Entertainment Policy

811. University Programs or Activities Involving Minors

813. Whistleblower Protection and Non Retaliation Policy

830. Rice University Sexual Harassment Policy and Procedures

842. Immigration and Visas

844. Clery Act Compliance

848. Rice University Alcohol Policy

 Chair’s Name, Department Chair

Date put in place