

Faculty and Host Selection Guidelines

At Duke, we strive to send faculty/study leaders on 100% of our programs. Program leadership is viewed as an educational component of a trip, part of what makes a trip uniquely Duke. We follow this protocol:

- When we reach our negotiated minimum, the travel director resources the database of vetted faculty with the respective areas of expertise and begins the request process. In some cases, a select faculty member is marketed with a program and its brochure from the outset.
- Should for any reason all qualified faculty members for a destination be unavailable to lead a program, we look at senior administrators and, in rare cases, alumni affairs staff. Selection of senior administrators and staff is by approval of Alumni Affairs executive staff.
- We work closely with University Development, but it is understood that development officers are not primary hosts. Feedback from travelers (and the majority of other peer institutions) makes clear that there would be an expectation of asks for money, and it makes the travelers uncomfortable. That said, although the alumni travel program is considered primarily an engagement, it is also viewed by university colleagues as a stewardship program, so a close working relationship with university development is a must.
- Exceptions to the faculty/host rule are specific Duke institution-related departures:
 - Madagascar: we send faculty and the dedicated development officer from The Lemur Center
 - Sarah P. Duke Gardens: all of these specialized programs are hosted by the Executive Director of Sarah P. Duke Gardens
 - Nasher Museum of Art: the executive director or a selected curator hosts each of these custom departures with their dedicated development officer
 - Duke University Development: programs are led by VP for Development and Alumni Affairs

Please also review the Faculty/Host Handbook we provide all faculty/hosts. We train all of our program leaders before each departure.