

2017 HARLAXTON AND SEMESTER AT SEA (SAS) GUIDANCE & TIMELINE FOR APPLICANTS AND REFEREES

Faculty members interested in these opportunities are strongly encouraged to meet with the Director of Study Abroad & Global Learning, Caryn Lindsay, prior to submitting an application. Please email Ms. Lindsay with any questions. She will be checking emails periodically throughout the WKU Winter Break. Caryn.lindsay@wku.edu

Harlaxton and Semester at Sea are currently recruiting for Fall 2018 and later

Context:

The teaching and learning environment at both Harlaxton and SAS is uniquely enriching, challenging and deeply interactive. Faculty and students work where they live. Education extends beyond the classroom to include a diverse array of extracurricular activities, field excursions, as well as organized and independent travel. You will take meals with your students and colleagues, travel with them on numerous modes of transportation, and socialize together on board, at the Manor and away.

Teaching at both SAS and Harlaxton is an intense and fulfilling experience that requires a full investment of your time and energy and that rewards openness and flexibility, a collegial attitude, a commitment to high academic standards and student success, and a strong sense of community.

Criteria:

Program-specific criteria are found in the attached documents. WKU has additional criteria for its nominated faculty members.

- There is an expectation that faculty will contribute to SAGL's recruitment efforts both before and following their semester abroad.
- While not required, if feasible, applicants are strongly encouraged to arrange for sabbatical leave either immediately prior to or after serving as a visiting faculty member, thus maximizing time abroad and significantly deepening the professional value of the experience, particularly for research activities.
- Teaching at both SAS and Harlaxton should positively influence a faculty member's career arc, research, and overall professional development. It should, therefore, be seen as an experience that, upon return, will enhance teaching, learning, curriculum, and scholarship/creative activity at WKU over time. The strongest candidates will submit applications and nominations that are explicit about these connections and that forecast an ongoing benefit of having taught at SAS or Harlaxton.
- Teaching at Harlaxton or SAS should also positively reinforce the impact of the experience on student development. The strongest candidates, therefore, will demonstrate the willingness and potential to return to WKU as advocates, recruiters, and sources of wisdom for future students interested in SAS, Harlaxton and study abroad.

Process:

- WKU faculty applicants must be full-time employees in either tenured or in tenure-track positions.
- A committee of WKU faculty members who have taught at Harlaxton or SAS, assisted by members of the SAGL and OIP staffs, will select the finalists and forward the finalists' applications to the University of Evansville (for Harlaxton) or Colorado State University (for SAS).
- The applications will remain on file for consideration in future reviews as well.

Monday, January 23	Submit your <u>application form, c.v. and blank appraisal form</u> to your Department Head or Chair. It is the department head's prerogative to endorse a candidate's application. If the application is supported, the Department Head or Chair completes the required appraisal form.
Friday, February 3	Application with Department Head's endorsement should be delivered to the Dean's office. The Dean's office ranks the applicants from its college based on the strength of the application material, department endorsements, and college priorities.
Friday, February 17	<p>All application materials, including Dean's comments, must arrive in the SAGL office by the end of the day. Address them to Caryn Lindsay, Director of Study Abroad & Global Learning, Mail Stop 11067, HCIC 1014</p> <p>Applicants are responsible for insuring on-time arrival. SAGL reserves the right to file late submissions for consideration the following year.</p>
No later than February 28	A committee including past faculty who have taught on Semester at Sea and/or Harlaxton will select finalists and forward their applications.
Semester at Sea and Harlaxton will review all recommended applicants and contact those whose applications they wish to pursue.	

Remuneration

Please note that an appointment as an SaS or Harlaxton College visiting faculty member during fall or spring is predicated on the continued permission of the faculty member's department and college. The faculty member's department and college may cancel or delay the appointment, depending on their staffing needs.

Harlaxton College

	Fall and Spring	Summer (mid May – June)
Course load	3 courses	1 course
	Courses must be based on the University of Evansville's current course catalogue (note: an associated lab would be <i>in addition</i> to the expected three courses).	
Salary / Stipend *	Standard WKU salary and benefits	Stipend: \$500 per student enrolled in your class
International Travel Expenses	Up to \$1,500 in reimbursement for approved travel expenses (defined by WKU Policy 3.1014).	\$100 added to stipend for each WKU student enrolled in your class
Housing and Meals	Included for faculty member and family	Covered for faculty member. Once course enrollment reaches 10, housing and meals for a spouse or partner will also be covered. Housing and meals for additional family members must be paid by the faculty member.

* The Summer stipend is designed to provide an incentive for the faculty member to recruit from the home campus.

Semester at Sea

- Course load is 3 courses from the Colorado State University course catalog.
- Faculty are paid \$11,500 plus up to \$2,000 for travel and incidentals.
- Free room and board
- The opportunity to bring spouse/partner and dependent children
- Discounts on Institute for Shipboard Education (ISE) sponsored In-country Programs
- Emergency medical coverage

Applications may be submitted to SAGL at any time, but they will only be reviewed once a year in February. Faculty members who meet the criteria are welcome to apply for one or both opportunities.