DATE: September 23, 2022

TO: Deans, Chairs, and Directors of Academic Departments/Programs at UW-Madison

FROM: Daniel K. Gold, Director, International Academic Programs (IAP)

RE: Faculty in Residence Position for the UW in Paris Program during Spring 2024

International Academic Programs (IAP), a unit in the International Division, is accepting applications from faculty who wish to serve as Faculty in Residence for the UW in Paris study abroad program during spring semester 2024. Please circulate this announcement among your faculty and encourage those interested to apply.

**Application deadline is October 20, 2022**

Located in the heart of Paris, the UW in Paris program is designed to capitalize on the rich artistic and cultural resources of the city. The academic program is dedicated to offering undergraduate students high-quality education across an array of disciplines using the dynamism of Paris to enhance the classroom.

The program is administered in cooperation with CIEE, a non-profit educational organization that has been designing and administering innovative educational programs abroad since the late 1940s. CIEE staff will handle the on-site administrative oversight of the program (including activities, excursions, student health and safety, and housing matters) and also provide instruction. The Faculty in Residence works collaboratively with CIEE staff on activities and issues pertaining to UW-Madison students and also serves as the primary liaison between CIEE and IAP, providing regular updates on the students’ experiences and program happenings.

The UW in Paris program offers two courses taught by the UW-Madison Faculty in Residence alongside a suite of courses offered by the program provider, CIEE. The program can accommodate students with or without prior French language training. Courses are available in both French and English. CIEE courses follow a number of distinct academic tracks including Business, Communications, Journalism & New Media, Global & Community Health, International Relations & Political Science, Language, Literature & Culture, Sustainability & Environmental Sciences, and STEM and Society. Students are asked to select their track during the application process, but are able to select courses from the full array of offerings. CIEE Course options are listed at: [https://www.ciee.org/go-abroad/college-study-abroad/programs/france/paris/open-campus](https://www.ciee.org/go-abroad/college-study-abroad/programs/france/paris/open-campus)

The program is divided into three 6-week blocks and students enroll in two 3-credit courses per academic block. Due to the intensive nature of the block system, two courses per block is considered a full-time academic load and all students are required to maintain full-time status.
The program curriculum is as follows:

- **Block I:** One 3-credit, 45 contact hour course, taught by the Faculty in Residence. This course will be taught in English (though the Faculty in Residence should feel free to add French language content to either course as possible, specifically for those students with prior language training) and aim to increase students’ cultural competency and cross-cultural communication while using the curriculum to engage with the city of Paris. Students will enroll in one additional CIEE-taught course.

- **Block II:** Students will enroll in two CIEE courses. Additionally, The Faculty in Residence will develop and lead a 1-credit experiential course for a total of 15 contact hours, intended to increase students' understanding of local language and culture through directed out-of-classroom engagement.

- **Block III (optional for the students):** Participating students will enroll in two CIEE courses, including an optional service-learning experience. The Faculty in Residence will actively engage with and advise students during this block while continuing to participate in CIEE sponsored activities and excursions.

In addition to the teaching listed above, the Faculty in Residence will assist the on-site staff with academic and non-academic issues that may come up in the course of the semester, particularly in recommending out-of-class activities and excursions for the UW-Madison participants that complement their coursework, and interacting with students outside of the classroom to maximize their experience. The Faculty in Residence is expected to be available to UW-Madison program participants for advising and regular check-ins; participate in the CIEE study tour in each of the three blocks; and actively engage in student support, including liaising with IAP staff to share resources, throughout the program. The number of sessions per course will depend on the number of participants in the program. The Faculty in Residence is also responsible for assisting IAP with marketing and recruitment efforts for the program, including attending the Study Abroad Fair, as well as for participating in the pre-departure and on-site orientation sessions for participants. After the program completion, the Faculty in Residence will submit a written report and assist IAP with program planning and development efforts for future years of the program.

The Faculty in Residence should plan to be on campus the semester prior to the program due to visa application requirements. The visa process for the Faculty in Residence can be extensive and applicants need to be prepared for a long process with multiple steps, including appearing in-person at a visa processing center (the nearest of which is in Chicago), and surrendering their passport for approximately 4-6 weeks for processing. IAP will provide guidance on the visa application process, but obtaining a visa is the sole responsibility of the Faculty in Residence. Note: IAP cannot assist in visa processes for family members.

The Faculty in Residence is expected to be on-site in Paris for the entire program (tentatively scheduled from early-January through mid-May) and will participate in all program events and activities. An important requirement for this position includes the ability to work effectively with undergraduate students in the study abroad context. A working knowledge of French language is required, fluency preferred. Priority will also be given to tenured faculty.

Faculty members remain on their departmental budgets while teaching, receiving regular academic salary and fringe benefits for the semester. Replacement costs are not provided; the department must concur in granting leave to the participant.

For the UW-Madison Faculty in Residence, IAP will provide the following:

- One round-trip, economy-class airfare and associated ground transportation between your home and airports at the program site;
- Housing allowance of $13,500;
- A shipping allowance of $500, which can include forwarding of business mail and/or excess baggage charges;
• Visa fees and/or arrival taxes; and
• International health insurance coverage for the duration of the appointment.

Interested faculty should submit electronically a letter of interest, curriculum vitae, and two course proposals (one or two paragraphs for each will suffice detailing the 3-credit and 1-credit course plans). Additionally, please submit a letter (electronically) from your department chair, stating acknowledgement of your application and the terms of the appointment listed in the position description. Submit all application materials to Jeffrey Guarneri (guarneri@wisc.edu), IAP Resource Center Coordinator, who can also respond to any questions about the position.

Additional information about the program can be found at: https://studyabroad.wisc.edu/program/?programId=15