



DATE: September 19, 2023

TO: Deans, Chairs, and Directors of Academic Departments/Programs

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

RE: **Faculty in Residence Position for UW in Florence Program during Spring 2025**

International Academic Programs (IAP), a unit in the International Division, is accepting applications from UW-Madison faculty who wish to serve as the Faculty in Residence for the [UW in Florence](#) program during spring semester of the 2024-2025 academic year. Please circulate this announcement among your faculty and encourage those interested to apply.

**Application deadline is October 20, 2023**

The [UW in Florence](#) program focuses on European and Italian studies from a multi-disciplinary perspective. The cultural and historical riches of Florence create a unique and vibrant academic environment for program participants. The curriculum is geared towards giving undergraduate students grounding in Italian language, and an understanding of Italy from both a historical and a cultural perspective, connecting it to greater European and global issues. The Faculty in Residence is expected to be on-site in Florence (from approximately mid-January through mid-May 2025) and will participate in all program events and activities.

The program is administered in cooperation with [CET Academic Programs](#), a study abroad organization based in Washington, D.C. that has been designing and administering innovative educational programs abroad since 1982. Through their Florence Center, CET 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 CET staff on activities and issues pertaining to UW-Madison students and also serves as the primary liaison between CET and IAP, providing regular updates on the students and program.

The [CET Center](#) is in a charming building within the historic city center which contains space for faculty, student meeting space, and a computer lab. All courses are taught through the CET Florence Center with other program participants and students attending the CET Florence Center from other U.S. universities. The Faculty in Residence will be provided with a furnished apartment in the vicinity of the Center. Participants will either live in homestays or shared apartments within the same area. Florence offers an ideal setting for a culturally and intellectually rewarding educational experience abroad, while also enabling students to earn credit towards graduation and gain valuable professional experience in one of the cultural and economic centers of Europe.

**International Academic Programs**

**International Division**

301 Red Gym

University of Wisconsin-Madison

Tel: 608-265-6329

716 Langdon Street

Fax: 608-262-6998

Madison, Wisconsin 53706

[www.studyabroad.wisc.edu](http://www.studyabroad.wisc.edu)

The Faculty in Residence is responsible for assisting IAP with marketing and recruitment efforts for the program, including attending any marketing events, the study abroad fair, as well as participating in the pre-departure and on-site orientation sessions for participants.

The program expects to enroll approximately 65 students.

Students enroll in 13-16 credits on the program:

- Italian language course offered at the beginner/intermediate level (4 credits), taught by CET
- 1 UW Professor course (3 credits)
- 2-3 CET [electives](#) (3 credits each), taught in English by CET

The Faculty in Residence is responsible for teaching two 3-credit courses. Program participants are required to take at least one course taught by the Faculty in Residence. Due to high enrollment numbers and space restrictions, the Faculty in Residence will most likely need to teach two sections for at least one of their courses. The courses will be taught in English to UW-Madison students only and should match the curricular goals for the program. Applicants should consider developing content for one of the courses to relate to “The Florentine Experience” (an introduction to the city of Florence, its art, architecture, history and culture). The two courses taught by the Faculty in Residence can overlap with the topics listed among the CET-taught elective courses.

In addition to teaching, 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 UW-Madison students 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 students for advising and regular check-ins; participate in the CET study tour; and actively engage in student support, including liaising with IAP staff to share resources, throughout the program. 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.

This position requires an Italian visa. The visa application process will begin shortly after the Faculty in Residence is appointed. The process can be extensive and applicants need to be prepared for a long process with multiple steps, including appearing in-person at the Italian consulate in Chicago, and surrendering their passport for approximately 6-8 weeks for processing. Due to visa application requirements, the Faculty in Residence must be in Madison for the Fall 2024 semester and should not plan any international travel during that time. IAP will provide guidance on the visa application process for the Faculty in Residence, but obtaining a visa is the sole responsibility of the Faculty in Residence. IAP cannot assist in visa processing for family members.

This position is open to faculty from all disciplines and academic departments at UW-Madison. An important requirement for this position is the ability to work effectively with undergraduate students in the study abroad context. Preference is given to tenured faculty; however, senior lecturers are also encouraged to apply. Faculty who have not previously led study abroad/away programs are encouraged to apply.

The Faculty in Residence will remain on their department’s budget while in service, receiving regular academic salary and fringe benefits. Replacement costs are not provided; the department must concur in granting leave to the faculty member.

For the Faculty in Residence, IAP will provide the following:

- One round-trip, economy-class air transportation and associated ground transportation between your home and airports at the program site;

- Housing for the duration of the program;
- 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. Additionally, please submit (electronically) a letter 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 Emma Wasserstrom ([ewasserstrom@wisc.edu](mailto:ewasserstrom@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:  
[www.studyabroad.wisc.edu/UWFlorence](http://www.studyabroad.wisc.edu/UWFlorence)