



DATE: September 19, 2023

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 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 Paris](#) 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

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 can accommodate students with or without prior French language training. Courses are available in both English and French. The Faculty in Residence is expected to be on-site in Paris (from approximately early-January through mid-May 2025) and will participate in all program events and activities.

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. Through their Paris Center, 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 and program.

The [CIEE Paris Center](#) is located in the 12th arrondissement near Gare de Lyon and the Bois de Vincennes, the largest park in Paris. It houses classrooms, library space, and computer areas. All courses are taught through the CIEE Paris Center with other program participants and students attending the CIEE Paris Center from other U.S. universities. UW-Madison students are required to live in CIEE providing housing (residence halls, apartments, or homestays—subject to availability), and can commute by bus or metro to the Center.

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.

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The program expects to enroll approximately 40-60 students, based on historical enrollment. Total enrollment can fluctuate year-to-year, depending on the number of qualified student applicants.

The program is structured into three 6-week blocks, with students taking two courses in each 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. All students must participate in the first two blocks, and have the option to participate in the third block. Students enroll in 13-17 credits on the program, and the curriculum is as follows:

- Block I (6 credits)
 - 1 UW Professor course (3 credits)
 - 1 CIEE elective (3 credits)
- Block II (4 or 7 credits)
 - 1 UW Professor course (1 credit)
 - 1-2 CIEE electives (3 credits each) [students enrolled in Blocks I & II only must take 2 CIEE electives in Block II]
- Block III (4 or 7 credits)
 - 1 UW Professor course (1 credit)
 - 1-2 CIEE elective (3 credits each) [students who took 2 CIEE electives in Block II will take only 1 CIEE elective in Block III]

The Faculty in Residence is responsible for teaching three courses (one 3-credit course in Block I, one 1-credit course in Block II, and one 1-credit course in Block III). All program participants are required to take the course taught by the Faculty in Residence in each Block. Students participating in Blocks I & II only will take 2 CIEE electives in Block II. Students participating in all three Blocks can choose to take 2 CIEE electives in Block II and 1 CIEE elective in Block III, or vice versa, and should not exceed 17 total credits for the semester. Due to high enrollment numbers and space restrictions, the Faculty in Residence will most likely need to teach multiple sections for one or more of their courses. Each course is to be taught in English, but the Faculty in Residence should feel free to add French language content to either course if/as possible, specifically for those students with prior language training. The Faculty in Residence will actively engage with and advise students during each Block while continuing to participate in CIEE sponsored activities and excursions.

The 3-credit UW Professor course will have 45 contact hours. This course should aim to increase students' cultural competency and cross-cultural communication while engaging with the city of Paris. Each of the 1-credit UW Professor courses will have 15 contact hours. These courses should aim to increase students' understanding of local language and culture through directed out-of-classroom engagement (field trips/excursions to relevant sites). The three courses taught by the Faculty in Residence can overlap with the topics listed among the CIEE-taught elective courses. CIEE course options are published on their [website, under "Academics"](#).

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 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. 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 a French 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 French consulate in Chicago, and

surrendering their passport for approximately 4-6 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. A working knowledge of French language is required, fluency preferred. 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 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 three course proposals—one 3-credit course, and two 1-credit experiential courses—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), 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/UWParis