



DATE: September 19, 2023

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

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

RE: **Faculty Director Position for Wisconsin in Washington Program 2024-2025**

International Academic Programs (IAP), a unit in the International Division, is accepting applications from UW-Madison faculty who wish to serve as the Faculty Director for the [UW Wisconsin in Washington, DC Internship Program](#) during the 2024-2025 academic year. Please circulate this announcement among your faculty and encourage those interested to apply.

*Joint applications from two faculty (with one faculty member serving for Fall semester, and the second faculty member serving for Spring semester, or Spring Semester and Summer term) will be accepted.*

**Application deadline is October 20, 2023**

The [UW Wisconsin in Washington, DC Internship Program](#) (WiW) integrates classroom learning with an internship to equip UW–Madison undergraduate students of all majors with the knowledge and professional skills to excel in a globally-connected workforce. Students intern 30+ hours per week in D.C. while completing coursework designed to enhance their internship experience, including lectures from experts and visits to major institutions. The program assists students in building their network of UW alumni and D.C. professionals from a wide range of sectors and developing their professional skills for continued success in the workforce after graduation.

Program classroom spaces and administrative offices are located in UW–Madison’s D.C. office, ideally situated in the political epicenter of Washington, D.C on Capitol Hill. Just steps from the Capitol Building, Congressional offices, the Library of Congress, the Supreme Court, and alongside nearby Metro stations, the program has access to sites across D.C. that will support and supplement the program’s academic content and goals. Student participants live in an apartment unit in the Capitol Hill District, within a 15 minute walk of UW-Madison’s D.C. office.

The Faculty Director is responsible for assisting WiW program staff and the IAP internship team with marketing and recruitment efforts for the program, as well as for participating in the pre-departure and onsite orientation sessions for participants. The program expects to enroll approximately 20 students per term. Total enrollment can fluctuate year-to-year, depending on the number of qualified student applicants.

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The Faculty Director position is a full-time appointment, and the Faculty Director is expected to reside in Washington, D.C. for the duration of their appointment terms. For the 2024-2025 academic year, the Faculty Director will be able to serve from mid-August 2024 to mid-May 2025 (Fall semester and Spring semester), with the option of remaining through Summer Term (ending in late-July 2025).

The Faculty Director is responsible for teaching one 4-credit course in each semester of service. It may be the same course each semester. Faculty can design their own course or opt to teach the established “Organizations & Professional Development” course, which is designed to accompany and compliment students’ internship experiences. All courses should be designed to leverage the faculty’s disciplinary expertise as well as the sites and resources of Washington, D.C. to enhance the student experience and learning outcomes, while also ensuring that students earn credit and make progress toward academic and career goals. The Faculty Director in Summer Term will teach the established “Organizations & Professional Development” course. Faculty are encouraged to include their disciplinary expertise into their teaching about D.C.-based organizations, public policy, career pathways, and professional development as possible.

The Faculty Director works with onsite staff to ensure the smooth running of all program activities and events. Tasks include, but are not limited to, assisting in identifying professional development activities, supporting outreach (including alumni, potential intern hosts/mentors, guest speakers) and alumni engagement activities, assisting students in identifying appropriate internships in their specific interest areas, facilitating students' internship applications and contacts with internship offices, and overseeing the WiW course offerings and guest lecturers.

The Faculty Director is available daily in the WiW office to assist students and staff, attends program activities and events, and serves as an emergency contact person for the program. The Faculty Director supervises all operations of the on-site program, including the day-to-day work of the WiW Program Manager, and communicates regularly with IAP staff informally and through formal program reports. Working as a team, the Faculty Director and the Program Manager ensure the integrity of the program and the continuity of best practices from year to year.

The Faculty Director reports to the Director of IAP or designate at the University of Wisconsin–Madison. After the program completion, the Faculty Director will assist IAP with program planning and development efforts, including suggesting new course content and targeting of additional student majors, for future years of the program.

The Washington, D.C. area is an epicenter of policy, trade, finance, and research for the entire nation, where global interests frequently converge. As such, this appointment affords a unique opportunity for the WiW Faculty Director to develop the presence of their department and school in the D.C. area through increased interaction and visibility with alumni, public and private organizations, and other networking opportunities. The WiW Faculty Director will be in a strong position to facilitate and bolster institutional relationships between their department and national and international leaders in their field who are based in the area.

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 both in and outside of the classroom. Preference is given to tenured faculty; however, senior lecturers are also encouraged to apply. Applications from faculty who have not previously led study abroad/away programs are encouraged. A developed professional network in Washington D.C., or experience with organizations and alumni engagement in and/or the location itself is also preferred.

The Faculty Director 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 Director, IAP will provide the following:

- One round-trip, economy-class airfare and associated ground transportation between your home and Washington, D.C.
- A housing allowance up to \$30,000 to defray housing costs during the program for all three terms (pro-rated if the faculty is serving one or two terms)
- Shipping costs of up to \$1,000, which can include the forwarding of business mail and/or extra baggage allowance
- Summer salary calculated from your base salary to a maximum of \$19,000, plus summer fringe benefits, to be disbursed during Summer 2025 (if faculty is in service for Summer term)
- One round-trip economy-class airfare, associated ground transportation costs and meal/hotel expenses for an orientation visit of 2 to 3 days to Washington, D.C. during the spring preceding the start of the program year for the Faculty Director, if requested
- Domestic CISI health insurance coverage for the orientation trip and program duration

Interested faculty should submit (electronically) a letter of interest, curriculum vitae, and 1-2 course proposals (optional—if the faculty is interested in teaching a course other than the “Organizations & Professional Development” course)—one or two paragraphs about the new course(s) 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:  
<https://studyabroad.wisc.edu/uwindc/>