

ICISP Seville, Spain Study Abroad Visiting Faculty Information and Application (Spring term only)

The Illinois Consortium for International Studies and Programs is pleased to provide a professional development opportunity for faculty members of ICISP-member institutions. The Visiting Faculty position at the International College of Seville in Spain is designed to provide faculty from member institutions the opportunity to experience first-hand living, teaching, and interacting with colleagues in an international setting. This opportunity is available for spring semester only. Faculty interested in applying should review all program materials provided here as well as the information for students about the Seville program on the ICISP web site.

Visiting Faculty responsibilities:

- Propose and teach one course at the International College of Seville. Course will be taught in English. (ICS must approve of course proposal prior to final assignment.)

AND

- Actively recruit students for the program and for the visiting faculty-taught course(s), in particular.
- Attend the student/faculty orientation prior to assignment (usually held one Saturday in November).
- Arrive in Seville at least 2 – 3 days prior to student arrival.
- Oversee and provide leadership for the ICISP program and student service needs of ICISP students in Seville.
- Assist ICISP students with the adjustment to living in a different culture.
- Assist with coordination of activities and field trips of the academic program with appropriate faculty and staff in Seville.
- Serve as chaperone on all daytime and weekend field trips.
- Perform administrative duties of the ICISP program as needed.
- Monitor students' independent travel.
- Advise students as needed.
- Hold on-campus office hours.
- Through the appropriate faculty and staff in Seville, assist in solving problems which arise for ICISP program participants.
- Provide all appropriate information and communicate regularly with the ICISP coordinator assigned to the program. Perform other duties as needed by ICISP.
- Help with recruitment of faculty and students in the future.

International College of Seville responsibilities:

- Identify and/or approve courses to be taught by ICISP faculty one year in advance of exchange term.
- Integrate the ICISP faculty course into the ICS schedule of classes and into the ICS website.

- Provide on-site orientation and basic academic services (faculty status, library access, for example) to ICISP faculty upon arrival in Seville.
- Provide on-site orientation to ICISP students upon arrival in Seville.
- Provide office space at the International College of Seville.
- Provide access to computer facilities.
- Facilitate faculty access to research at University of Seville Library and/or the Archives of the Indies.
- Provide faculty a cell phone for the semester if requested. (Faculty is responsible for all usage minutes).
- Provide health care through Spain's health care system.
- Include faculty on student excursions to Cordoba, Granada, Cadiz and Morocco.
- Include faculty on other cultural visits.

General Information:

One of the primary responsibilities of the Visiting Faculty in Seville is to assist the ICISP students attending the International College of Seville and, as such, faculty is required to restrict personal travel to those times when classes and/or cultural excursions are not in session. Faculty should not commit to teaching any on-line courses at their home institution during that term abroad.

Please note that a minimum number of ICISP students must attend the International College of Seville during the academic year for a Visiting Faculty to participate in the program; the program has historically met the required number of participants. Faculty selected for the spring program will be notified by the middle of October if this minimum has been met. Before applying, please confirm that this condition is an acceptable one for you and your college.

Compensation for ICISP Visiting Faculty in Seville:

Salary, benefits and additional stipend (if applicable): Paid by home college, as determined by home college policies.

Visa: Paid by ICISP (Passport fees not included.)

Transportation: Roundtrip economy international airfare is paid by ICISP up to \$1200 USD. Orientation attendance and airport transportation to/from the U.S. departure airport is the responsibility of the Faculty.

Housing: ICS will locate suitable housing with a host family for the ICISP faculty, which will include most meals, or ICS will assist in locating suitable independent housing (without meals) and will provide a \$500/month stipend toward the cost of housing.

(If the ICISP faculty wants to find his/her own housing, ICS would not be responsible for temporary accommodations and meals. If the ICISP faculty finds housing over the \$500 limit, ICISP would not be responsible for the excess expenses. If family joins the faculty, ICS is not responsible for making schooling arrangements for children.)

**Application for ICISP Visiting Faculty
Seville, Spain**

Name _____

Discipline(s) _____

Home College _____

Campus Address _____

Campus Phone _____ Fax _____

E-Mail _____

Home Address _____

Home Phone: _____ Cell Phone _____

Home E-Mail: _____ Term: **Spring** Year: _____

Please check which disciplines apply to you; then list which courses (Gen Ed and Electives) you are able to teach within the discipline. Unfortunately, Seville cannot offer any science or computing courses that require lab space.

- Business _____
- English/Communications _____
- Geography _____
- History _____
- Humanities _____
- Philosophy _____
- Political Science _____
- Psychology _____
- Sociology _____
- Other _____

In addition to the above application, interested candidates must also include:

- A cover letter outlining the following:
 - why you wish to serve as the visiting faculty in Seville, including teaching and research proposals, if applicable.
 - how you expect the experience to impact their professional development; and
 - previous international experience, if any.
- A curriculum vitae limited to three pages.

The deadline for receipt of all materials is November 15. Incomplete or late applications will not be considered. There will be a two-step interview process, with the first round of interviews to be conducted by telephone. Finalists will be interviewed in person or via Skype.

Applicant Signature

Date

Division/Dept. Chair Signature

Date

Academic Dean/V.P. Signature

Date

President or Chief Academic Officer

Date

Campus ICISP Rep. Signature

Date

Please email or mail completed applications to:

Karen Huber, ICISP Program Assistant Karen.huber@heartland.edu

ICISP - Attn: Karen Huber
Heartland Community College
1500 West Raab Rd, Normal, IL 61761-9446

For more information about this program, please contact:

Sue Kerby, College of DuPage Coordinator of Study Abroad
ICISP Seville Program Coordinator
kerbys@cod.edu
630-942-3078