

Opportunities for Faculty Overseas

A. Service and Teaching Assignments for the Office of International Studies, 154 Hurley Hall

I. Angers, France.

Director of Undergraduate Study Abroad Program

Director, Stage Université Notre Dame en France. 2-year position.

Requirements: Fluency in French, administrative experience, expertise in undergraduate advising for A&L primarily, but must have willingness to work with undergraduate advising for BUS, ENGR, SCI as needed. Must be willing to serve as intermediary with many different institutions, people in Angers (host families, Université Catholique de l'Ouest, Conservatoire de Musique, Ecole des Beaux Arts, volunteer service agencies). Responsible for identifying and regularly evaluating host families, organizing all housing for students, on yearly or semester-long program.

Holds responsibility for budgetary and financial management of program.

Preferred: Teach one course per semester, drawing in local sites of culture, history, political relevance. Ability to design and organize creative, academically valuable excursions, visits of distinguished guests. Ability to intervene as needed to help students in variety of trouble-shooting: medical, emotional, social problems.

II. London, England.

London Undergraduate Program

A. US Faculty opportunities: One-semester teaching positions. All of these are for tenured faculty. They require a willingness to work closely with undergraduates and to provide them with field experiences that will enhance their learning, and a record of good teaching.

Application procedure: Through the London Program survey that is sent to faculty each Fall.

Criteria for selection: Program needs, e.g., replacement for British faculty on sabbatical; providing courses in areas where enrollment is high, filling a slot in which we have a temporary vacancy (in which case the US faculty member is expected to interview and evaluate potential candidates). Final decisions are made by the London Program Director, in association with the Dean of the relevant College and the Assistant Provost for International Studies.

Deadlines for application: Indicated on faculty survey.

1) **Arts and Letters:** Spring semester, yearly, one-semester teaching post.

Requirements: Teach two courses in one's discipline, each course either on a British topic or having a British component.

2) **Business:** One-semester teaching position open to a tenured faculty member of the Mendoza College of Business.

Requirements: Normally a faculty member will teach two courses that will meet the needs of second semester juniors, preferably across multiple business majors.

3) **Engineering:** Fall semester, yearly, one-semester teaching post.

Requirements: Normally teach two courses to satisfy program and student needs.

B. Director of Undergraduate Studies, London Program.

The Director of Undergraduate Studies in London. 3-5 year position, renewable.

Requirements: Must have excellent personal skills, at least 2 years administrative experience, and a willingness to commit primarily to administrative work during tenure of this position. Must work closely with staff of Notre Dame London program on-campus, with Office of International Studies, and with London staff on-site.

Director is responsible for supervising all arrangements for undergraduate students each semester; for evaluating faculty performance and recruiting new faculty as required; for overseeing parliamentary and other student internships; for monitoring undergraduate student life, chiefly via the residence directors; for employing necessary academic support staff and student aides for the program in London; and for developing library and other teaching resources; as well as teaching one course in the program itself.

As Chair of the London Centre Management Committee, he/she is also responsible through that Committee for all issues related to both academic and non-academic use of the London Centre and for the building and its staff. As the primary representative of the University in London, duties include ensuring compliance with all aspects of UK law relating to (a) registered charities, (b) limited company status, (c) finance, (d) property, (e) employment, and (f) the health and safety of all occupants. All matters relating to the general use of the Centre for any purpose should be addressed to this individual.

C. Director, Notre Dame London Summer Program

3-5 year position, renewable. Although the responsibilities of the Director are spread over the full calendar year, the appointment is considered a "summer appointment."

The Director is responsible for the overall administration of this program both on campus and in London. These responsibilities include, but are not limited to the following:

- Recruiting participants (approximately 80), and conducting at least four information meetings annually; Serving as the admissions committee;
- Communicating with participants and parents when appropriate
- Conducting a minimum of four campus orientation sessions and two London orientation sessions for each summer group
- Negotiating airline reservations and housing accommodations for staff and participants
- Establishing a detailed set of budget projections and students charges based on those projections
- Monitoring expenditures for a budget of approximately \$500, 000
- Hiring and overseeing the work of the residence staff - two rectors
- Evaluating the performance of existing faculty/courses
- Developing new course alternatives and recruiting new faculty
- Advising, pre-registering students, and handling all drops and adds in London
- Securing new course approvals as necessary

- Liaison with Provost's Office, Deans, Departmental Chairpersons, Office of Student Financial Aid, Office of Residential Life, and University Counsel's Office
- Liaison with London Centre personnel - Building Manager, London Centre Management Committee, and the Building Custodian
- Scheduling all classes and examinations
- Final arbiter of disciplinary problems while classes in session
- Holding office hours in London while classes are in session and office hours during the academic year for those seeking information
- Accompanying each group on three day trips and attending all London events - including four social events
- Accompanying, as an administrative assistant, the instructor of one of the travel courses - a new course if one is being offered
- Preparing and administering a program evaluation

III. Washington, DC

Academic Director/ Faculty Coordinator

Two-year position.

Responsibilities: The Academic Director/Faculty Coordinator will work to develop and enhance the intellectual orientation and academic vigor of the program in its curricular and extracurricular phases. This is done in concert with program staff, academic departments and units on campus, external constituencies, and the Office of International and Off-Campus Programs to which the program reports. The Academic Director is active all calendar year, as are campus and on-site staff, but the program runs only during the academic year.

Desired Qualifications and Application Process:

The Academic Director will be a Notre Dame faculty member (Special Professional Faculty included) who has had administrative experience, experience in Washington D.C. as a researcher, consultant, or policy practitioner, and linkages with key institutions in the city. Applicants should be aware that the program operates on a fixed budget, and that new initiatives may depend on an ability to raise funds from other sources. The program can offer an administrative salary supplement of \$5,000 per annum for the period of the appointment. Occasional travel expenses will be covered by the program, as required. Applicants may seek further information on the position from Thomas Bogenschield, Director of International & Off-Campus Programs.

IV. Toledo, Spain

Summer Seminar Leader

Faculty are invited to submit proposals to teach a three-week undergraduate course in Toledo, Spain in summer session. Students will live and take classes in a renovated 16th century convent in Toledo, Spain, that is the home of the José Ortega y Gasset Foundation (Fundación Ortega y Gasset).

The Foundation was founded by a private academic research institute from Madrid. The Foundation houses the International Program of Spanish Language, Latin American and

European Studies and preserves the international interests of the great Spanish philosopher, José Ortega y Gasset, by promoting cross-cultural student and faculty exchanges.

The proposed course should not be a language course. Notre Dame faculty may propose to teach an existing Notre Dame course or a new course that emphasizes a unique aspect of Spain.

The faculty member will recruit students for the study abroad program, organize an orientation session, and teach a course during the study abroad program. Additionally, the faculty member is responsible for obtaining course approval from the appropriate Notre Dame department. The faculty member should also possess proficiency in the Spanish language. Notre Dame's International Study Programs (ISP) will be the link between the faculty member, the Foundation, and Notre Dame administrative offices such as the Registrar, Summer Session, Student Accounts, and Financial Aid. Students will utilize ISP's on-line application. The staff of the Foundation will provide program planning and support and on-site program coordination of classroom facilities, housing arrangements and field trips as necessary.

The Foundation will pay the chosen faculty member a salary and the Office of International Studies will cover the cost of round trip airfare from South Bend to Madrid. The faculty member will reside with the students in the Foundation will be provided with a private room and 3 meals a day in the Foundation cafeteria.

The course should provide Notre Dame students with 3 credits and should last for 3 weeks. For more information, contact Anne Hayes, International Study Programs, at 631-3229 or by email, hayes.28@nd.edu.

V. IES Custom-designed summer programs

Summer Seminar Leader

The Office of International Studies invites faculty from all colleges to work with us on creation of new faculty-led summer programs abroad, in partnership with IES (a non-profit study abroad provider). To that end, OIS welcomes proposals from faculty members who would like to create a customized program for study abroad in any of the following countries: Argentina, Austria, Australia, Chile, China, Ecuador, France, Germany, Italy, Japan, Netherlands, New Zealand. For more information, see the IES website <http://www.iesabroad.org/homepage.do> or contact Sarah Baer at 631-0644 or Baer.11@nd.edu.

B. Faculty Development Opportunity sponsored by the Office of International Studies

Innsbruck, Austria.

Visiting Lecturer at UIBK

Short-term visiting lecture positions (2-5 days) at our host institution, Leopold-Franzens-University of Innsbruck (UIBK).

Three positions are available per academic year. Arranged as per Friendship Agreement with UIBK. The goal of this program is to enhance intellectual exchange between colleagues in Innsbruck and at Notre Dame. Diversity is desirable.

Participation in this program must be discussed with and approved by the Senate Representative for the Friendship Agreement at the UIBK, Prof. Gudrun Grabher, before

final plans may be made. For information, contact: Prof. Grabher:
Gudrun.M.Grabher@uibk.ac.at

A call for applications will be sent to all faculty members once a year, and selections of ND faculty will be made by UIBK in the academic year preceding the planned trip. Once the ND faculty member has an invitation from Innsbruck, he/she should contact the Office of International Studies at Notre Dame. The Office of International Studies will cover airfare. Travel funding is limited, so faculty should make plans at least one year in advance.

After return from Innsbruck, faculty shall submit to OIS a one-page report on their visit, with title of lecture, potential future plans for collaboration with UIBK colleagues, etc. To enhance the exchange function, ND faculty chosen to visit Innsbruck will also be asked to serve on the selection committee to vet candidates proposed by the University of Innsbruck for visiting lectureships at Notre Dame, and to meet UIBK colleagues during their visits to our campus.

For more information, contact the Office of International Studies at 631-5203.

C. Other opportunities

I. Dublin, Ireland

The Naughton Distinguished Visiting Professor

The Naughton Distinguished Visiting Professor is a senior fellowship between University College Dublin, Trinity College, and the University of Notre Dame. The selection process is initiated by fellows of the Keough Institute for Irish Studies, and finalized by the Director of the Institute in collaboration with our partner universities in Ireland.

Future openings will be announced pending availability of funding. For more information, see Prof. Chris Fox, Director, Keough Institute for Irish Studies.

II. Fremantle, Australia

Mendoza College of Business On-Site Faculty Coordinator

Fall semester, yearly. One semester position.

This position is open to a tenured faculty member. While that faculty member will ordinarily teach a course to our business undergraduates at the University of Notre Dame-Australia, he or she may occasionally be asked to teach a course in their MBA Program. Furthermore, the faculty member selected for the Program is involved in helping provide field experiences that will enhance the learning of our students and also acts as a liaison between the student and both ND-Australia and our Business College in academic matters. Application procedure: through the survey of interest conducted by the Associate Dean of MCOB during the fall semester preceding the actual appointment. The deadline for application is mid-December.

III. Innsbruck, Austria

Organizer of conferences in Innsbruck

Ad hoc position, yearly: based on faculty initiative, fund raising.

We encourage faculty to organize small conferences in cooperation with colleagues at the UIBK in Innsbruck during summer or weekends during the academic year. Interested

faculty should contact UIBK conference coordinator Prof. Mathias Schennach (Mathias.Schennach@uibk.ac.at).

IV. London, England

Organizer of conferences in London.

Ad hoc position, yearly: based on faculty initiative, fund raising.

We encourage faculty to organize conferences at our Suffolk Street facility during summer or weekends during the academic year. Interested faculty should contact Prof. Paul Bradshaw, Director, London Program, for guidelines on holding conferences at the site, a list of potential dates, and to determine estimate costs for facility use, room size, and other logistical details. Paul.F.Bradshaw.1@nd.edu. Please note that grant proposals which include possible use of the Suffolk Street facility must be approved in advance by the London Centre Management Committee (LCMC). Contact Prof. Bradshaw for more information.

V. Bologna, Italy

Faculty exchange with the University of Bologna

As an Associate Member of the Bologna Cooperative Studies Program, Notre Dame is eligible to participate in the BCSP faculty exchange with the University of Bologna. The agreement states: "Each academic year, two faculty members from the University of Bologna and two faculty members from BCSP institutions may be exchanged for periods of up to one month. The exchanges will be based on a mutually agreed upon plan for professional development, teaching and research. Each faculty member's home institution is responsible for covering travel expenses, while the host institution will provide funding to cover costs of room and board during the visit." For more information, contact the Office of International Studies or the Director of BCSP, Prof. Richard Stryker at strykerr@indiana.edu

NB: These positions are subject to program needs and availability of funding.

More opportunities may emerge in other locations at a future time.

In addition, other opportunities may exist within individual Colleges and Institutes. See Deans of Colleges, and Directors of Nanovic, Kellogg, Kroc, and Keough Institutes for more details.