**Application Information**

Elon Faculty are encouraged to teach in Elon’s Center semester programs. The information and the application for the positions are below. Your colleagues, the GEC Staff and the Assistant Dean of Global Education, as well as faculty connected with the administration of the Elon Core Curriculum can help in preparing for a semester at a Center. Additionally, a list of past & upcoming Faculty in Residencecan be found in the faculty and staff resources section of the GEC website ([www.elon.edu/studyabroad/faculty](http://www.elon.edu/studyabroad/faculty)). Finally, a list of costs covered by the GEC is attached to this application.

\*\* Please remember that central to your application for the Faculty in Residence position will be your proposal of an **Interdisciplinary Core Capstone Seminar**. The requirements for the course proposal are listed below. \*\*

Though teaching is the main responsibility of the Faculty in Residence, you will also serve in various other capacities with the support of local staff and Elon staff. Some additional responsibilities may include:

* Academic advisor
* Student Life advisor
* Health Services advisor/counselor
* Primary contact with on-site educational partner and GEC
* Tour guide (especially at orientation)
* Budget manager for Procard expenses
* Liaison with local faculty
* Day trip chaperone

**Eligibility Requirements:**

* Applicants should have achieved post-probationary status, or equivalent for non-tenure track positions at the time of application.
* Applicants should have experience teaching on an Elon short-term study abroad or Study USA program, or equivalent experience working with Elon students in a similar setting away from campus prior to applying.
* Preference will be given to applicants who have not yet served as Faculty in Residence at an Elon Center.
* There is a minimum five (5) year duration between periods of service as Faculty in Residence at Elon Centers.
* Faculty members are eligible only once for each site, but can serve at more than one site.

**Information for Faculty planning on a semester at an Elon Center:**

* You are expected to not plan sabbatical for the semester prior to your time at an Elon center.
* You will be expected to help recruit students for the semester you will be at the Center.
* You will be required to attend and actively participate in and/or lead pre-departure orientations the semester prior to your time abroad.
* You are required to assist students upon arrival & participate in any on-site orientation activities & excursions during the program.
* You remain on salary & benefits while at the Center & receive credit for teaching 12 semester hours.
* You will teach one Interdisciplinary Core Capstone Seminar at the Center. If you teach more than one section of your Core Capstone course you will be compensated for the additional section.
* **The Interdisciplinary Core Capstone Seminar must go through the Elon Core Curriculum Council’s approval process approximately one year prior to the semester abroad.**
* Part of developing your course for the center should include strategies for adapting your teaching style to local conditions (for instance limited access to printing).
* You should discuss your plans with your department chair to ensure course coverage in your absence.
* Although the GEC will assist with the visa process, **obtaining the necessary passport and visa for yourself and your dependents is your responsibility.**
* It is recommended that you arrive a week prior to the students to get your bearings, and then meet them at the airport when they arrive. The faculty apartment is available one week prior to and after the program dates.
* You are expected to be available to all Elon students enrolled at the center by keeping regular office hours and facilitating appropriate co-curricular and extracurricular activities.
* You will be provided with $50 per month to use towards a phone solution of your choice for Center-related calls.
* An apartment is provided for faculty members. It is furnished and has internet service. Check with the GEC or previous faculty at the Center for more details about the apartment and furnishings and keep in mind that sometimes these accommodations change.
* Faculty going to Florence are expected to take steps to improve their Italian both prior to and during the semester abroad. A set amount for language instruction abroad is also covered.
* In submitting your application, you are agreeing to the information listed on the “Elon Faculty Expenses that Elon Covers for Center Semester Programs” chart attached to this document.

**After your return to Elon we expect you will assist the GEC in the following ways:**

* Complete a comprehensive report on your time as faculty-in-residence.
* Turn in thorough and complete expense reports.
* Assist GEC on program assessment and recommend program changes.
* Serve as a mentor/advisor for future faculty going on Center programs.
* Advise GEC on recruitment and orientation of future Center students.

*Please complete and return via e-mail to the Global Education Center (global@elon.edu).*

**Date of Application:**

Name: Rank/Department:

Campus Phone: Email:

1. Have you led an Elon student program away from campus? □ Yes □ No If yes, please describe.
2. Have you led a student group away from campus with another institution? □ Yes □ No If yes, please describe.
3. Do you have future sabbaticals planned? If so, when? Faculty members appointed to be faculty-in-residence should not take sabbatical the semester immediately prior to the semester abroad.
4. What in your background prepares you to be the Faculty in Residence at the center for which you are applying? (i.e. lived or worked abroad; experience leading student groups; experience with residence life; advising student organizations, etc.)
5. The individual appointed to be Faculty in Residence must propose an **Interdisciplinary Core Capstone Seminar**. The course, which serves as the capstone course for the Elon Core Curriculum, has several distinguishing features:
* These courses are all **interdisciplinary** that stress integrating and applying knowledge to problems larger in scope than a single discipline can handle.
* These courses include a **core capstone project** that offers students the opportunity to integrate and apply what they have learned during their Elon experience as well as reflect on the mission of the core curriculum - to help students cultivate the intellectual curiosity, abilities, and knowledge required for lifelong learning as global citizens.
* These courses are **writing-intensive seminars**. The courses use a variety of writing styles to promote high-level critical thinking while providing upper-level writing experiences and instruction.
* These courses must be **approved by the Core Curriculum Council** in the year prior to your departure **(October 15 for fall semesters, March 15 for spring semesters).**

**In one to two paragraphs (but no more than two paragraphs), perhaps that might serve as the basis of a future course description, describe what you will teach as your Interdisciplinary Core Capstone. When writing, please consider the following:**

* How will your course be interdisciplinary, but rooted in your expertise and experiences?
* How will you link your course to the location?
* How will your course introduce students to the people of London or Florence?
* How will your course align [with the mission and goals of the Elon Core Curriculum](https://www.elon.edu/u/academics/core-curriculum/mission-goals/) (courses should support at least one goal but need not attempt to support all goals)?
* How will your course align [with the Global Engagement Student Goals](http://www.elon.edu/u/academics/global-education-center/wp-content/uploads/sites/368/2017/08/Global-Engagement-Goals.pdf) (courses should support at least one goal but need not attempt to support all goals)?

**NB:** The review committee is hoping to see evidence of thoughtful reflection on a possible course, not a fully constructed syllabus. Please keep your response to this question brief.

1. Briefly describe your experience teaching in the Elon Core Curriculum, including the First Year Foundation, Studies in the Arts and Sciences, Advanced Studies, or Core Capstone. If you have no experience, please discuss the ways you are interested in supporting the [mission and goals of the Elon Core Curriculum.](https://www.elon.edu/u/academics/core-curriculum/mission-goals/)
2. Briefly describe your experience with intercultural learning and development and describe how you will incorporate intercultural learning into your course. If you have little or no prior experience with intercultural learning and development, how do you plan to develop in this area prior to teaching at an Elon Center program?
3. Please select your preferred Elon Center. You may be considered for only one Center at a time and may only serve at each center once.

□ London □ Florence

1. Please refer to the [Elon Center Programs Faculty Listing](https://www.elon.edu/docs/e-web/academics/international_studies/facstaff_resources/elon_centers_faculty_chart_for_web.pdf) on the Faculty in Residence website to know which semesters are available. With this list in mind, rank below your choices of semester/year (e.g., Fall 2022) that you would like to be a Center.

1st Choice: 2nd Choice:

1. For planning purposes, please indicate which immediate family members will be joining you for the semester abroad and indicate if you anticipate children attending local schools.
2. Have you communicated with your Department Chair and Dean about this application? □ Yes □ No
3. Briefly outline your personal and professional goals for a semester at the Center.
4. If applying for Florence, describe how you will model language learning before and during your semester abroad.
5. Please give examples of experience where you have dealt with student issues outside of the classroom (eg, discipline, health, personal crises).
6. Please attach a current CV to this application.

**Elon Faculty Expenses that Elon Covers for Center Semester Programs**

|  |  |  |
| --- | --- | --- |
| **Expense** | **London** | **Florence** |
| Faculty economy airfare | 100% of one RT | 100% of one RT |
| Spouse/partner\* economy airfare | 100% of one RT | 100% of one RT |
| Dependent\*\* economy airfare (two dependents will be covered per faculty)  | 100% of one RT | 100% of one RT |
| In-country airport transfers (entire family one RT) | 100% of one RT | 100% of one RT |
| US airport transfers | Reimburse/pay up to $200 | Reimburse/pay up to $200 |
| Luggage fees and/or shipping (total for the semester not each way) | Up to $400 ($200 each way, based on receipts) | Up to $400 ($200 each way, based on receipts) |
| Faculty, spouse/partner & dependents passport application fees or passport renewal fees | 0% | 0% |
| Faculty entry visa | n/a | 100%  |
| Spouse/partner entry visa | n/a | 0%  |
| Dependent entry visa  | n/a | 0% |
| Faculty international health insurance | 100% | 100% |
| Spouse/partner\* international health insurance | 100% | 100% |
| Dependent international health insurance  | 100% | 100% |
| Schooling for dependents (K-12) | Up to $4,000 per dependent\* (receipts) | Up to $6,000 per dependent\* (receipts) |
| Daycare for dependents | 0% | 0% |
| Housing (available 1 week before students until 1 week after students depart) | 100% | 100% |
| Utilities (water, electricity, internet) for housing | 100% | 100% |
| 1 cell phone for faculty | 100% | 100% |
| Cell phones for spouse/partner and dependents | 0%  | 0% |
| Faculty transportation card | 100% | n/a |
| Spouse/partner & dependents transportation card | 0% | n/a |
| New/renewal passport for faculty/spouse/dependents | 0% | 0% |
| Start-up allowance | £250 | €250 |
| Faculty museum card | n/a | 100% if available |
| Spouse/partner & dependents museum card | n/a | 0% |
| Faculty residence permit | n/a | 100% |
| Spouse/partner & dependents residence permits | n/a | 0% |
| In-country advance travel for course excursions  | Up to $200 | Up to $200 |
| Faculty language instruction | n/a | Up to $1,000 |
| Funds for meetings with local faculty in country | £200 | €200 |

*\* Partner is defined as Elon defines it for purposes of insurance; substitutions may not be made.*

*\*\* Dependent is defined the same way as it is defined by Elon for tuition remission*