



UIW European Study Center Summer Teaching Application

Starting **January 1, 2017** the new process and policy stated below took effect:

<i>New Process</i>
1. Complete the UIW European Study Center Summer Teaching Application (see attachment).
2. Submit application to the Study Abroad Office at least 1 year prior to the semester desired to teach.
3. Committee comprised of two administrators in the International Affairs Department and one full-time faculty will review and approve all applications.
4. Committee is under no obligation to approve an application.

<i>New Policy</i>
1. A minimum of eight (8) students, per course, is required for a class to make. If the instructor is teaching two courses or is collaborating with another professor to offer complimentary course, a total of sixteen (16) students are required for both classes to make.
2. Students may be recruited from any outside university, including UIW international sister schools.
3. Must submit application form, with copy of course outline and syllabus (see attachment).
4. Deans Approval is required.

ESC Summer Visiting Faculty Application Summer 2018



Summer 2018 ESC Summer Faculty Application

The UIW European Summer Faculty Selection Committee and Application was established to provide **guidance and support** for UIW faculty wishing to teach at the European Study Center during summer I or II semesters. The selection committee's primary objective is to offer guidance and support, while **ensuring faculty receive the benefit of a collaborative team environment** when developing and implementing their approved course promotional strategy.

In an effort to support faculty wishing to teach at the center, the selection committee will review applications with a specific focus of addressing academic topics common to international study abroad programs, mitigating foreseeable issues and challenges, and collaborating efforts to implement a mutually agreeable promotional strategy to advertise the approved course(s). **The committee is under no obligation to approve the faculty's application**; however, will ensure faculty have all of the necessary information and support to help guide them through this application process.

Timeline: Applications should be submitted **no later than one year prior** to the scheduled arrival day.

Eligibility Requirements:

1. UIW faculty
2. Deans Approval Form
3. Valid Passport or Proof of Passport Application (Passport must be valid 2 years after the intended return)

A completed application form consists of:

1. Dean approval form (page 3 of 4)
2. Copy of a Valid Passport
3. Copy of course syllabus and outline (Word or PDF document)
4. Explanation of relevant excursions related to course topics – Excursion requests are encouraged; however, requests are not guaranteed (1-2 pages)
5. Recruiting strategy - before and after program (Word or PDF document)

Judging Criteria: The UIW European summer teaching selection committee will base the decision utilizing the evaluation guidelines found on page four (4) of this document. All decisions are final.

Return completed form to:

Shaylyn Carey, European Study Center Liaison
[Agnese-Sosa Living/Learning Center](#) Floor 7 Room 115
University of the Incarnate Word
4301 Broadway Street, CPO Box 1188
San Antonio, TX 78209
Email: stcarey@uiwtx.edu

ESC Summer Visiting Faculty Application Summer 2018

Deans Approval Form

Today's Date:	
Faculty Name	
Course Number	Title of Course
Have you taught this course in the past? () Yes () No	
TRIP INFORMATION	
Preferred Summer Session (I or II)	Dates of Travel
Number of Estimated Students	Do you plan to have your family or significant other visit or accompany you? If so, when and what is total number of family members.
FACULTY COMMENTS TO COMMITTEE:	
DEAN'S APPROVAL & COMMENTS	
Dean's Signature _____	

ESC Summer Visiting Faculty Application Summer 2018

FOR OFFICIAL USE ONLY

UIW European Summer Faculty Application
Evaluation Guidelines

Course Title and Summer Session (I or II)						
		Highly Unsatisfactory	Unsatisfactory	Average	Satisfactory	Highly Satisfactory
1.	Completed application	1	2	3	4	5
2.	Course Outline & Syllabus	1	2	3	4	5
3.	Deans Approval Form	1	2	3	4	5
4.	Valid Passport	1	2	3	4	5
5.	Explanation of Promotional Strategy (Before)	1	2	3	4	5
6.	Explanation of Promotional Strategy (After)	1	2	3	4	5
7.	Estimated Number of Students	1	2	3	4	5
8.	Relevance of course to established excursions	1	2	3	4	5

Comments:

Total Score: _____