



ICISP/ Salzburg College Visiting Faculty Program

The ICISP/Salzburg College Visiting Faculty Program is designed to provide faculty from member institutions the opportunity to experience firsthand living, teaching and interacting with colleagues in an international setting.

Visiting Faculty Responsibilities

Instructors assigned to the one-week teaching position at Salzburg College in November/December or March/April will be expected to fulfill the following responsibilities:

1. Aid with students in the study abroad program as requested by Salzburg College.
2. Co-teach one of the courses offered and conduct guest lectures/seminars as assigned by Salzburg College.
3. Participate in the activities and field trips of the academic program.
4. Attend the student/faculty orientation usually held on a Saturday in November prior to assignment.
5. Assist with future faculty/student orientation sessions and faculty selection.
6. Perform other duties as may be needed by Salzburg College and/or ICISP.

Visiting Faculty Compensation

Instructors assigned to co-teach at Salzburg College will be required to sign an agreement verifying that the above responsibilities are understood and agreed upon. Salzburg College agrees to provide housing for the faculty during his/her teaching assignment, the host college should provide the faculty with appropriate release time and should preferably pay for her/his airfare, and the faculty will be responsible for his/her in-country transportation, meals, and other personal expenses.



ICISP/ Salzburg College
Fall 2014-Spring 2015 Visiting Faculty Application

Name: _____

Discipline(s): _____

College: _____

Campus Address: _____

Campus Phone: _____ Fax: _____ E-mail : _____

Home Address: _____

Home Phone: _____ Home E-mail: _____

Disciplines to be Considered by Salzburg College (Please check one):

- | | | |
|---|--------------------------------------|--|
| <input type="checkbox"/> ART | <input type="checkbox"/> MARKETING | <input type="checkbox"/> POLITICAL SCIENCE |
| <input type="checkbox"/> COMMUNICATIONS | <input type="checkbox"/> MUSIC | <input type="checkbox"/> SOCIOLOGY |
| <input type="checkbox"/> HISTORY | <input type="checkbox"/> PHOTOGRAPHY | |

Please check all available dates: November 11 - December 6 March 31-April 25

Applicant signature, date: _____

Division/Department Chair signature, date: _____

Academic Dean/V.P signature, date: _____

Campus ICISP Representative signature, date: _____

Application Process

Applicants should send a 1-2-page letter of application and a resume with this form to the attention of Karen Huber at the below address. The deadline for receipt of all materials is April 1, 2014. Incomplete/late applications will not be considered. Those applicants selected for an interview will be notified by telephone.

In the event of a very large pool of candidates, 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 at Heartland Community College. Interviews are tentatively scheduled for April 20, 2014. Applicants are requested to please hold this date until they are informed as to whether or not they will be interviewed.

Selected participants will make appropriate arrangements to travel for one week, Saturday to Saturday, during the time slot they are assigned. Individual itineraries will be finalized in June.

For more information contact:

Shanon Dickerson , ICISP Salzburg Program Chair
Phone number: (309) 341-5307
E-mail: sdickerson@sandburg.edu

Mail completed Applications to:

Karen Huber, ICISP
Heartland Community College
1500 West Raab Rd, Normal, Illinois 61761-9446
Phone number: (309) 268-8664 Fax number: (309) 268-7980
E-mail: Karen.Huber@heartland.edu