



ICISP Spring Semester in Spain Visiting Faculty Program

The ICISP Spring Semester in Spain Visiting Faculty Program, offered in cooperation with the International College of Seville (ICS), has been designed to provide faculty from ICISP member institutions the opportunity to experience firsthand living, teaching, researching and interacting with colleagues in an international setting.

ICISP faculty assigned to this program will:

- Propose and teach a 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 their course(s), in particular.
- Attend the student/faculty orientation in Illinois prior to assignment (usually held one Saturday in November at Heartland Community College) and give a brief overview/presentation of their course(s) to encourage ICISP students to enroll
- 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 officers in Seville.
- Serve as chaperone on all field trips.
- Perform administrative duties of the ICISP program as needed.
- Advise students as needed.
- Hold on-campus office hours.
- Through the appropriate officers 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 may be needed by ICISP.
- Help with recruitment of faculty and students in the future.
- Assist with future faculty/student orientation sessions.

The International College of Seville will:

- Identify and/or approve courses to be taught by ICISP faculty members 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 housing for ICISP faculty member.
- Provide office space at the International College of Seville.
- Provide access to a computer.

- 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 (faculty member responsible for all usage minutes).
- Provide health care through Spain's health care system.
- Include faculty member on student excursions to Cordoba, Granada, Cadiz and Morocco.
- Include faculty on other cultural visits.

PLEASE BE ADVISED THAT ONE OF THE PRIMARY RESPONSIBILITIES OF AN INSTRUCTOR IS TO ASSIST THE PARTICIPATING ICISP STUDENTS. AS SUCH, ICISP FACULTY MEMBERS ARE REQUIRED TO RESTRICT PERSONAL TRAVEL TO THOSE TIMES WHEN CLASSES ARE NOT IN SESSION. FACULTY MEMBERS SHOULD NOT COMMIT TO TEACHING ANY ON-LINE COURSES WHILE ASSIGNED TO THIS PROGRAM.

Instructors assigned to this program will be required to sign an agreement verifying that the above responsibilities are understood and agreed upon.

If the visiting ICISP faculty's course is canceled for any reason, the instructor will still be responsible for still continued support for the ICISP students, and will accompany them on all field trips, etc. There may be additional activities for which the instructor can also help support ICS. The instructor should check with his/her home institution to determine any policies and restrictions for course cancellations during the semester abroad.

Compensation for ICISP Faculty

Salary & Benefits

- Paid by home institution (as determined by home institution policies)
- Extra allowance, if applicable, paid by home institution

Airfare

- ICISP will reimburse the ICISP Faculty for one round-trip airfare and transportation to and from Seville. Reimbursement requests for more than \$1,200 are subject to ICISP approval. If two one-way fares are purchased, reimbursement will be automatically be capped at \$1,200.
- ICISP will pay visa fees.

Housing

- ICS will locate suitable housing with a host family for the ICISP faculty member, which will include most meals; or, ICS will locate suitable housing and provide a \$500/month stipend toward the cost of housing, where meals will not be included.
- If the ICISP faculty member wants to find his/her own housing, ICS would not be responsible for housing until something appropriate is found, and meals will not be included.
- If the ICISP faculty member were to decide to rent housing over the \$500 limit, the faculty member would be responsible for the excess expenses and meal will not be included.
- ICS is not responsible for finding family housing over the \$500 limit, or for making schooling arrangements for faculty children.

Application Deadline: September 30, 2019

Application for Teaching Assignment: Spring 2021 ICISP Semester in Spain

Name: _____

Discipline(s): _____

College: _____

Campus Address: _____

Work Phone: _____ Fax: _____ E-Mail : _____

Home Address: _____

Home Phone: _____ Home E-Mail: _____

Disciplines to be considered for Spring 2021:

Please check which discipline(s) applies to you; then list which general education courses you are able to teach within the discipline. Unfortunately, we cannot offer any science or computing courses that require lab space.

☐	Discipline	General Education Course(s)
	English	
	History	
	Sociology	
	Political Science	
	Humanities	
	Philosophy	
	Psychology	
	Business	
	Geography	
	Other*	

*Spanish Faculty: ICISP faculty will not be assigned to teach Spanish at ICS. Local instructors are assigned these courses. However, Spanish faculty may propose to teach a humanities class such as Latin American Literature, South African History and Culture, Mexican Art and Film, etc.).

_____	_____
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

Complete application will include:

- Application Form
- Cover letter (one page limit) explaining 1) why they wish to teach/research in Seville, 2) what they wish to accomplish while in Spain, 3) how the experience will impact their teaching/research/professional development in the future, and 4) previous international experience, if any.
- CV (two page limit)

Please email completed applications to:

Karen Huber, ICISP
 Email: karen.huber@heartland.edu
 Mailing address:
 Karen Huber, ICISP
 Heartland Community College
 1500 West Raab Rd, Normal, Illinois 61761-9446
 Phone number: (309) 268-8664 Fax number: (309) 268-7981

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For more information about this program, please contact:

Angie Maffeo, ICISP Seville Study Abroad Program Coordinator, amaffeo@stfrancis.edu (815) 740-3711.

In the event of a very large pool, 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 a centrally-located college.