**Gustavus Adolphus College**

**Faculty Application to Lead a Semester Study Away Program**

**“Sweden Today”**

**January Interim and Spring Semester 2024**

**Due: Monday, November 21, 2022**

Applicant’s Name:       Phone:

Department:       Email:

Title/Rank:

**I. Academic Information**

Please review the catalog information for the Sweden program, found here (scroll down to the Sweden course block on page 181):

<https://gustavus.edu/general_catalog/current/interdis>

The Faculty Director (FD) for the Sweden program oversees the entirety of the program and works together with colleagues at various institutions in Sweden, in addition to CICE staff and our logistics partner to coordinate courses, excursions, and overall program management. The FD also serves as the instructor of record for all five of the program courses, though local faculty members and other professionals may deliver content and help coordinate activities. The FD will work with CICE staff to tailor the program syllabi, readings, and activities for the 2024 program, and will be available during fall 2023 to participate in introductory telephone or Skype calls with local hosts at the various program sites. The FD should also be prepared to work with CICE to apply for appropriate course designations in the Challenge Curriculum since the program has not been offered since 2019. Because this program travels often and extensively throughout Sweden, the FD must be prepared to help students acclimate to new cities, balance academic work with experiential opportunities, and respond with agility to logistical challenges and student issues if they arise.

1. Given this program structure and broad course content, please explain how your academic qualifications and training have prepared you to serve as the Sweden program FD.

2. Please list the courses you have previously taught by title, each followed by the number of times taught in parentheses. For example: Introduction to Finance (3)

3. What specific or unique academic content might you bring to the program, should you be appointed to serve as the FD? The FD generally shapes IDS 220 to work with their teaching and research interests.

4. How comfortable are you supervising teaching performed by other faculty members? What do you think is the right balance to strike between your role as FD of an overall program of education, and the academic freedom and existing expertise of the local faculty or other presenters)?

5. Given the program courses and its focus on “Sweden Today” – a focus that challenges students to move past their preconceptions of what Sweden and Swedish identity are – what would be your vision for the learning outcomes of the 2024 program?

**II. Administrative Experience**

Please describe your prior experience with each of the following areas of administrative work (if any). If you have no experience, please enter “none.”

a. Leading experiential learning opportunities (e.g., study away courses/programs, community-based or service learning, course excursions or field trips, applied course projects, etc.).

b. Administering program-level curriculum (i.e., overseeing a program of study involving multiple courses, including serving as department head or program coordinator while overseeing a major and/or minor).

c. Managing a complex program budget and tracking expenses.

d. Setting and enforcing policies.

e. Handling student disciplinary cases, following an established process.

f. Resolving interpersonal conflict.

g.. Coordinating complex events or co-curricular programs (e.g., conferences, lecture series, performances, etc.), possibly including: planning for and managing event logistics, coordinating schedules, publicizing and promoting events, and supervising volunteers or other staff members.

**III. Mentorship**

1. Please describe your prior experience in student mentorship (i.e., any aspects of your work that involve close guidance of students in their academic, personal, and professional development).

2. What is your philosophy and/or personal approach to student mentorship?

3. What would you anticipate as the mentorship-related needs of students in a semester-length study away program?

**IV. Recruitment**

The Faculty Director’s role in recruitment is pivotal to the success of the program. Research in the education abroad field shows that a clear majority of students make their choice to participate in a faculty-led program only after hearing directly from the faculty director how beneficial and unique the course will be.

1. Please describe your experience with recruiting students to enroll in a course or participate in a program.

2. What strategies would you use to help recruit students for the Sweden 2024 program?

**V. Appointment Information and Approval**

The Sweden Faculty Director role encompasses one full semester and a January Interim term of the FD’s normal teaching load. The typical appointment would be 2-1-3, in which the “1” and the “3” consist of the Sweden faculty directorship (i.e., overseeing the five courses and otherwise directing the program counts as four courses for regular faculty members with six-course contracts).

The Sweden FD should not plan to teach in the January Interim term in the same academic year, whether on campus or in a study away context. In addition, the Sweden FD should not supervise independent study, internship/Career Exploration, or other independent courses for Gustavus students during the semester of the Sweden faculty directorship. Exceptions to either of these policies require the advance approval of the CICE director.

The Faculty Director receives their normal salary and benefits for the period of appointment, in addition to support for their costs of participation (travel, accommodations in Sweden, per diem equivalent to two meals per day, all costs of participating in program activities and events, supplementary travel medical and disaster insurance coverage, and all costs related to obtaining the Sweden residence permit, except for the cost of the passport). The costs for accompanying family members are not covered (with the exception of the housing provided). The Sweden program does not require a Program Services Coordinator (PSC), as on-site staff members and an on-call representative from our logistics travel partner fulfill this role. Therefore, accompanying partners will not serve as program staff, and their costs will not be covered. Please note, too, that accompanying family members must secure an appropriate visa/residence permit or limit their stay to the visa free 90 days’ maximum stay. (Visa policies subject to change.)

The department in which the Faculty Director is regularly appointed receives support for a replacement faculty member (adjunct professor) to offer the Faculty Director’s normal course load and/or replacement course sections on campus. The specific amount of the replacement budget is determined in conjunction with the Provost’s office and the Finance office and varies by department.

The appointed Faculty Director is also expected to undertake a one-week familiarization trip (unaccompanied by family members) to Sweden in order to become acquainted with program sites and meet the host institutions’ staff. Costs for this shorter trip are also covered by the CICE. For the 2024 FD, this prior program travel will likely occur during the Gustavus January Interim term, Touring Week, Spring Break, or summer 2022.

I understand the appointment information above and hereby submit my application for consideration to direct the Spring Semester 2024 Sweden program.

Signature:

Date:

**Department Head or Supervisor.** I hereby approve this application and understand the appointment information as outlined above. I agree to release this faculty member from their normal teaching load (or this administrator from their normal workload), should they be appointed for the upcoming Sweden program faculty directorship.

Signature:

Date:

*Please scan the final, signed copy of this proposal and submit the pdf copy to Bryan Messerly (bmesserl@gustavus.edu) by Monday, November 21, 2022. CICE will secure the Provost’s signature below after you have submitted this form to Bryan Messerly.*

**Provost’s Office.** I hereby approve this application and understand the appointment information as outlined above. The Provost’s Office agrees to release this faculty member from their normal teaching load (or this administrator from their normal workload) at the salary replacement level indicated below should they be appointed for the upcoming Sweden program faculty directorship.

Salary replacement level inclusive of payroll overheads (please fill in a dollar amount):

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Signature:

Date: