 

*in England*

**VISITING FACULTY AT HARLAXTON COLLEGE**

**APPLICATION FORM, FALL 2016 AND SPRING 2017**

WKU is partnered with Harlaxton College in Grantham, England to create "WKU in England." Each semester, a cohort of WKU students joins students from multiple American universities to study and live in this residential college. They are taught by permanent British faculty and numerous visiting American faculty, including one WKU faculty member per semester. To learn more general information about Harlaxton College, please visit Harlaxton College's website at: <http://www.ueharlax.ac.uk/>

WKU faculty selected as Harlaxton College Visiting Faculty will teach a nine-hour course assignment for one semester based on the University of Evansville's current course catalogue. In addition to standard WKU salary and benefits, the Visiting Faculty member will receive up to $1,500 in travel reimbursement for personal travel expenses. Harlaxton College can accommodate faculty members with families.

There are special demands on Harlaxton College visiting faculty members. In addition to teaching class, faculty live, eat, and travel with students, which creates a particularly rewarding but intense environment. While there are tremendous opportunities for professional and personal growth at Harlaxton College, one important purpose of this appointment is to facilitate the students' academic growth in a residential-college environment. Additionally, visiting faculty are expected to help with the recruitment of WKU students and faculty to Harlaxton College both before and after their appointment.

Please note that an appointment as a Harlaxton College visiting faculty member is predicated on the continued permission of the faculty's department and college. The faculty member's department and college may cancel or delay the appointment, depending on their staffing needs.

**Application Process**

All full-time tenured or tenure-track WKU faculty are eligible to apply. Applicants must submit all of the information requested below in the specified format to their **Department Head** by **February 20, 2015**. It is the Department Head’s prerogative to endorse a candidate's application. With the Department Head’s endorsement, all application materials are sent from the department to the appropriate **Dean's Office** by **March 6, 2015**. The Dean's Office will rank the applicants from its college based on the strength of the application material, department endorsements, and college priorities. The Dean's Office must send all application materials, rankings, and endorsements to the **Honors College** by **March 27, 2015**. The Honors College will select four finalists by mid-April 2015 and forward the finalists’ applications to the University of Evansville. The University of Evansville/Harlaxton College will select the two Visiting Faculty members from the four finalists during the **June 2015** annual Harlaxton Partners Meeting at Harlaxton College.

**Criteria for Selection**

WKU faculty teaching at Harlaxton College are an important component of WKU’s efforts to create significant professional international opportunities for its faculty. By teaching and living in an English residential college for a full semester, WKU faculty members can learn new pedagogical practices, create or extend an international professional network, deepen their international experience, and possibly pursue research opportunities.

WKU faculty will thus be selected to serve as a Visiting Faculty member at Harlaxton College, in part, based on how significantly the Harlaxton experience would help internationalize a faculty member and the impact this experience may have on the faculty member’s career once the faculty member returns to teaching at WKU. Faculty with significant prior international experience are welcome to apply, and such faculty have previously been selected as a Visiting Faculty member at Harlaxton College; however, ideally this opportunity will help internalize WKU faculty who have limited international experiences and opportunities thus far.

If feasible, applicants are also strongly encouraged to arrange for a research sabbatical abroad either immediately prior to or after serving as a Visiting Faculty member at Harlaxton, thus maximizing time abroad and significantly deepening the professional value of the experience, particularly for research activities. This is **not** required; however, it will strengthen an applicant’s standing. Applicants are encouraged to contact Dr. Dana Bradley at [dana.bradley@wku.edu](mailto:dana.bradley@wku.edu) to discuss this possibility.

Applicants are chiefly evaluated based on the strength of the Department Head’s and Dean’s endorsements and ranking. The University of Evansville, based on their staffing needs for a given semester, makes the final decision.

**TO THE APPLICANT: Please type the requested information in the following form:**

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| Name (as on passport): |  |
|  | |
| WKU ID #: |  |
|  | |
| Rank/title: |  |
|  | |
| Department and College: |  |
|  | |
| WKU address: |  |
|  | |
| WKU email: |  |
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| Office and Mobile Phone #: |  |
|  | |
| Please state if you have a preferred semester to teach, or if you can not teach a particular semester: |  |
|  | |
| What is your typical WKU teaching load? |  |
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| If applicable, please list the dates of previous Harlaxton appointment, upcoming sabbatical, pending retirement, or tenure review: |  |
|  | |
| If selected, would you bring a spouse\*? Please provide full name (same as passport): |  |
|  | |
| If selected, would you bring children?\* Please list names (same as passport), gender, and ages: |  |
| **\*Marital and family statuses play no role in WKU’s nomination process. This information will assist Harlaxton College in proving appropriate housing for Visiting Faculty.**  **REQUIRED ATTACHMENTS**   * A current curriculum vitae * A list of four or five University Evansville courses that the applicant can teach (please consult the current UE website to access the most recent catalogue) * An essay narrating why you are interested in and qualified for serving as the WKU Visiting Professor at Harlaxton College. Consider your professional goals and interest, as well as how this experience will help you contribute to WKU’s mission upon your return.   **Once you have created a packet with the typed application form and all required attachments, please submit the application packet to your department head by February 20, 2015.**  **TO THE DEPARTMENT HEAD**: If you chose to endorse the applicant’s candidacy for Visiting Faculty at Harlaxton College, please attach a typed and signed endorsement of the applicant, which includes why you believe the applicant would be an outstanding member of the Harlaxton College academic community and a strong ambassador for WKU abroad.  **TO THE DEAN’S OFFICE:** Please rank the applicants based on the strength of their applications, departmental endorsements, and your knowledge of the applicants. Concise explanatory comments accompanying your rankings would be most welcome. Please add your rankings and comments to the application file from your college and forward all materials to Dr. Clay Motley, Honors College, by **March 27, 2015** | |

*All questions about the application process or serving as a Visiting Faculty member at Harlaxton College should be directed to Dana Bradley in the Honors College at 745-2081 or* [*dana.bradley@wku.edu*](mailto:dana.bradley@wku.edu)