**HARLAXTON COLLEGE GUIDANCE   
& TIMELINE FOR APPLICANTS AND REFEREES**

**Faculty members interested in these opportunities are strongly encouraged   
to meet with the Director of Study Abroad & Global Learning, Caryn Lindsay, prior to submitting an application.** **Please email Dr. Lindsay with any questions. She will be checking emails periodically throughout the WKU Winter Break.** [**Caryn.lindsay@wku.edu**](mailto:Caryn.lindsay@wku.edu)

**Harlaxton is recruiting for Fall 2021, Spring 2022 and Summer 2022**

**Context:**

The teaching and learning environment at Harlaxton is uniquely enriching, challenging and deeply interactive. Faculty and students work where they live. Education extends beyond the classroom to include a diverse array of learning and extracurricular activities, field excursions, as well as organized and independent travel. You will take meals with your students and colleagues, travel with them on numerous modes of transportation, and socialize together at the Manor and away.

Teaching at Harlaxton is an intense and fulfilling experience that requires a full investment of your time and energy and that rewards openness and flexibility, a collegial attitude, a commitment to high academic standards and student success, and a strong sense of community.

**Criteria:**

**Program-specific criteria are found in the attached documents. WKU has additional criteria for its nominated faculty members.**

* There is an expectation that faculty will contribute to Harlaxton’s recruitment efforts both before and following their semester abroad.
* While not required, if feasible, applicants are strongly encouraged to arrange for sabbatical leave either immediately prior to or after serving as a visiting faculty member, thus maximizing time abroad and significantly deepening the professional value of the experience, particularly for research activities.
* Teaching at Harlaxton should positively reinforce the impact of the experience on student development. The strongest candidates, therefore, will demonstrate the willingness and potential to return to WKU as advocates, recruiters, and sources of wisdom for future students interested in Harlaxton and study abroad.
* Teaching at Harlaxton should positively influence a faculty member’s career arc, research, and overall professional development. It should, therefore, be seen as an experience that, upon return, will enhance teaching, learning, curriculum, and scholarship/creative activity at WKU over time. The strongest candidates will submit applications and nominations that are explicit about these connections and that forecast an ongoing benefit of having taught at Harlaxton.

**Applications may be submitted to SAGL at any time, but they will only be reviewed**

**once a year in February. Faculty members who meet the criteria are welcome to apply.**

**Reporting:**

**Selected faculty members are expected to submit a report of their experience.**

By the end of their first semester back on campus, faculty will submit a 3-5 page report to their Department Head, Dean and SAGL Director. Suggested areas to cover include the following:

* How many students from your academic department and college did you recruit to participate?
* What connections have you made that will enhance your teaching and/or research at WKU?
* In what specific ways will you use the experience to internationalize your course content and assist in the internationalization efforts of your department, college, and/or WKU.
* What was the experience like, and how did you grow as an educator? What did you learn? Is there anything you would change to maximize your teaching effectiveness during this semester abroad? Additionally, what would you want other colleagues to know before they teach at Harlaxton?
* How successful were you in recruiting students from your discipline or general WKU students to study at Harlaxton for the semester you were there? Can you give examples of students you recruited? How will you continue to recruit students from your discipline to study at Harlaxton?
* How has your time at Harlaxton changed your professional goals related to internationalization?
* What are your thoughts on the WKU student experience (e.g., students' level of engagement with learning opportunities afforded them, whether student preparation for the experience was adequate, areas for improvement/development, suggestions for changes, etc.)?
* Is there anything WKU could have done better to prepare you for this experience?

**Process:**

* WKU faculty applicants must be full-time employees in either tenured or in tenure-track positions.
* A committee of WKU faculty members who have taught at Harlaxton, assisted by members of the SAGL and OIP staffs, will select the finalists and forward the finalists’ applications to the University of Evansville and Harlaxton which will make all final decisions.
* The applications will remain on file for consideration in future reviews, if desired.

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| --- | --- |
| No later than Tuesday, January 21 | Submit your application form, c.v. and blank appraisal form to your Department Head or Chair. It is the department head’s prerogative to endorse a candidate’s application. If the application is supported, the Department Head or Chair completes the required appraisal form. |
| Monday, February 3 | Application with Department Head’s endorsement should be delivered to the Dean’s office. The Dean's office ranks the applicants from its college based on the strength of the application material, department endorsements, and college priorities. |
| **Friday, February 14** | All application materials, including Dean’s comments, must arrive in the SAGL office by the end of the day. Address them to Caryn Lindsay, Director of Study Abroad & Global Learning, Mail Stop 11067, HCIC 1014  Applicants are responsible for insuring on-time arrival. SAGL reserves the right to file late submissions for consideration the following year. |
| No later than February 28 | A committee including past faculty who have taught at Harlaxton will select WKU candidates. Recommendations will be forwarded to Harlaxton and faculty will be notified. |
| Harlaxton will review recommended applicants and contact those whose applications they wish to pursue. | |

**Remuneration**

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

**Harlaxton College**

|  |  |  |
| --- | --- | --- |
|  | **Fall and Spring** | **Summer (mid May – June)** |
| **Course load** | 3 courses | 1 course |
|  | Courses must be based on the University of Evansville's current course catalogue  (note: an associated lab would be *in addition* to the expected three courses). | |
| **Salary / Stipend \*** | Standard WKU salary and benefits | Stipend: $500 per student enrolled in your class (paid by UE) |
| **International Travel Expenses** | Up to $1,500 in reimbursement for approved travel expenses (defined by [WKU Policy 3.1014](http://www.wku.edu/policies/docs/198.pdf)). | $100 added to stipend for each WKU student enrolled in your class  No travel reimbursement from WKU |
| **Housing and Meals** | Included for faculty member and family | Covered for faculty member. Once course enrollment reaches 10, housing and meals for a spouse or partner will also be covered. Housing and meals for additional family members must be paid by the faculty member. |

**\*** The Summer stipend is designed to provide an incentive for the faculty member to recruit from the home campus.

**Additional information from Harlaxton:**

Summer Faculty Applicants:

Summer semesters at Harlaxton run late May through early July.   Faculty generally teach one course.   Once courses are approved, we [Harlaxton/Univ Evansville] will recruit for these courses and then decide which courses will finally run based on enrollment of students.  These decisions are made in late January of the year of the program.    If you course does run in the summer session at Harlaxton, salary will be paid at $500 per student enrolled in your class.   In the summer, there are no funds for airfare and any family members pay for their own accommodation and meals.  Fees for room and board for a spouse may be waived if there are 10 or more students enrolled in your class. Faculty and families will also be invoiced for health and transportation fees at the Manor for each member of the family and the faculty member. These fees are approximately $200 per person.

Semester Faculty Applicants:

Faculty teach three course during the semester at Harlaxton. Semester benefits include room and board for family members at Harlaxton.   Faculty members who wish to bring children and enroll them in the local schools will be assisted in the Tier 2 visa process, but will be required to pay any fees for the visa.  These fees are currently approx. $800 per person and visas are required for every person in the family.   Faculty and families will also be invoiced for health and transportation fees at the Manor for each member of the family and the faculty member.  These fees are approximately $300 per person.

**I am applying to teach during Fall 2021 \_\_\_ Spring 2022 \_\_\_ Summer 2022 \_\_\_**(you may check more than one) **PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name |  | College or University |  |
| Academic Title |  | Campus Email |  |
| Academic Department |  | Campus Telephone |  |

**ACADEMIC QUALIFICATIONS**

Please submit your CV to Caryn Lindsay, Director of Study Abroad & Global Learning [caryn.lindsay@wku.edu](mailto:caryn.lindsay@wku.edu)

**COURSE SELECTION**

Please list 4-5 courses from the [University of Evansville Catalog](http://www.evansville.edu/registrar/downloads/CourseCatalog2013-2015.pdf) that you are prepared to teach at Harlaxton.\*

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| --- | --- | --- |
| DEPT | NUMBER | TITLE |
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\*Survey courses and courses that teach the fundamentals and/or principles of a discipline at an introductory level will attract the strongest enrollments.

**HARLAXTON IMPACT**

Briefly describe your professional development goals for teaching at Harlaxton

**HAVE YOU TAUGHT AT HARLAXTON BEFORE?** If so, please provide details (e.g. Fall 2010)

**ACCOMPANYING SPOUSE AND/OR DEPENDENT CHILDREN** (if applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| Spouse Name |  | | |
| Child Name |  | Child Name |  |
| Child Name |  | Child Name |  |

**FOR APPLICANTS WITH CHILDREN SEEKING SCHOOL PLACEMENTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Child Full Name | Age | Gender | Date of Birth | Current Grade |
|  |  |  |  |  |
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**Submission |** Following WKU review, recommended applicants will be asked to complete the online Harlaxton application and SAGL will send recommendations directly to Harlaxton.

**WKU Questions**

*Please respond briefly to the following questions.*

1. Do you have experience living in a learning community and / or why do you wish to do so at Harlaxton?

1. Upon return to WKU, how do you expect the Harlaxton experience to make a difference in your 3-5 year career trajectory?
2. Describe your pedagogical experience and goals for during and after the Harlaxton semester.

1. Describe your research experience and goals for during and after the Harlaxton semester.