

Leif J. Sverdrup Global Teaching Fellowship (GTF) Program

The Leif J. Sverdrup Global Teaching Fellowship (GTF) Program provides the opportunity for Webster University faculty members to travel to teach at one of the following Webster international campuses: Athens, Geneva, Leiden, Vienna, Accra, Cha-am/Bangkok, Tashkent and St. Louis (main campus and Gateway campus). The GTF promotes faculty collaboration with colleagues across the international network, contributes to internationalizing the curriculum, and creates diverse learning experiences for students. Faculty applying to this program may be eligible to apply for the Global Curriculum Development Grant in conjunction with GTF.

The GTF provides benefits for the host campus, the faculty member, and the faculty member's home campus.

- Host campus benefits include access to faculty with diverse expertise and specialized knowledge, opportunities to internationalize curriculum and explore joint research and projects, and options for faculty assignments when a campus is building new programs, seeking coverage for a faculty member on leave, or otherwise in need of qualified faculty.
- Benefits to faculty members include the opportunities to live and work in another country and culture, strengthen their international network, develop collaborations with colleagues which can lead to joint projects, and connect with students from other parts of the Webster network.
- Benefits to the home department and campus include providing faculty with international options, increased faculty contribution to global components of curriculum, and increased collaboration and communication across the international campuses.

A successful GTF appointment requires strategic matching of the faculty member's interests and expertise with the academic program needs of the host campus. Careful advance planning and scheduling by the home department and school/college and the host department and campus, including necessary approvals and notifications, will ensure that academics and operations are aligned.

Leif J. Sverdrup GTF Program Information:

- **Eligible faculty:**
 - Full-time faculty at any campus who have completed one academic year at Webster
 - Adjunct faculty at any campus or online who have taught six courses at Webster
 - Any discipline
- **What the GTF provides:**
 - Round-trip airfare
 - Housing (provided by host campus)

- Visa fees, if applicable
- International Health/Travel Insurance
 - All full-time and adjunct faculty traveling to a non-US campus have supplemental coverage through the university's Travel Guard coverage (include link). Spouses and dependents are not covered under this plan.
 - Full-time and adjunct faculty traveling to a US campus will be enrolled in a supplementary insurance plan for the length of the mobility, if faculty do not have existing coverage. Spouses and dependents are not covered under this plan.
- A small budget of up to \$250 is available to faculty for activities that promote collaboration with the host campus faculty, staff and/or students or to enhance the faculty member's course (e.g., hosting a lunch/information session for prospective study abroad students, funding a field trip or undergraduate research component of the course). A budget for proposed activities must be submitted with the application.
- Note: The GTF is not intended to cover costs that a faculty member would normally incur regardless of where he/she were teaching, such as local transportation/commuting costs and meals.
- **Length/time of fellowship:**
 - One term or one semester
 - Fall, Spring or Summer
- **Expectations**
 - Teaching: Fellows are expected to teach the equivalency of one 3-credit hour course per term. While in residence at the global campus, the Fellow is expected to participate in and contribute to the academic and intellectual activities offered by the campus. Faculty may teach additional course(s) as approved.
 - Project: Fellows are expected to work on an approved project that aligns with strategic priorities of the home and host campus. Details of the project proposed should be included in the application including suggested project deliverables. Note that if selected as a fellow, your project may evolve/change depending on needs of host campus.
 - Pre-Departure Orientation: 4-8 weeks prior to faculty departure, a pre-departure orientation meeting will be scheduled by the Director of Global Program Development. The purpose of the orientation is to cover final details, review relevant policies and expectations, and discuss goals of the faculty mobility experience including specific outcomes. Included in the orientation will be a representative from the home and host campuses.
 - Post-Fellowship Survey: Within 4 weeks of completion of the Leif J. Sverdrup Global Teaching Fellowship, faculty will receive a post mobility survey/final report form. Faculty are expected to complete and submit the form in a

timely manner. This will be reviewed by the Director of Global Program Development and disseminated to the dean and/or academic director(s) from the home and host campuses.

- **Course Compensation:**

- For full-time faculty, courses taught during mobility may be taught as the faculty member's regular load (if mobility term is within faculty contract period) or may be taught as overload, as approved by the academic department and school/college.
- For full-time faculty teaching an overload and all adjunct faculty, there is a set faculty mobility rate regardless of home campus or host campus. All courses taught on faculty mobility that do not fall within a full-time faculty's regular load are compensated at a rate of \$3,500 USD per 3-credit hour course.
- Full-time faculty:
 - If courses taught on mobility are approved within regular course load, the **home** campus payroll runs as usual, without interruption. The **host** international campus will be charged at the set faculty mobility rate -- through interfund, processed by the Office of Academic Affairs.
 - If courses taught on mobility are approved as overload or fall outside of the faculty's contract period, payment will be processed by the **home** at the set faculty mobility rate. The **host** campus will be charged at the set faculty mobility rate -- through interfund, processed by the Office of Academic Affairs.
- Adjunct faculty:
 - Adjunct faculty are paid by the **home** campus at the set faculty mobility rate. The **host** campus will be charged at the set faculty mobility rate -- through interfund, processed by the Office of Academic Affairs.

Note: Given that visa requirements can vary based on individual circumstances and may impact compensation, this policy is subject to change in exceptional cases when local visa requirements necessitate.

- **Application Process**

- **Office of the Provost** will issue a Call for Applications for the Leif J. Sverdrup Global Teaching Fellowships well in advance of the deadlines: October 15th for the following fall fellowships and February 15th for the following year's spring or summer fellowships.
- **Faculty member** reviews the online application and begins conversations to develop his/her application packet to teach abroad. Communication among the sending and receiving school/college/department/campus are critical.

Topics include the faculty member's expected contribution to the academic needs of the host, availability and scheduling of courses, and fit with the strategic goals of the home and host campus.

For guidance on the application process or assistance in identifying international campus contacts, faculty should contact the Office of Academic Affairs/Global Program Development.

○ **Application deadlines:**

- The application deadline is the last date the application can be submitted to the Office of Academic Affairs/Global Program Development with the required **home** campus endorsements. Applicants should plan well in advance so that they can gain the necessary approvals and signatures prior to the deadline. Note that **host** campus endorsements do not need to be acquired prior to submission.
- There are two deadlines:
 - **October 15:** Applications to teach the following Fall (term or semester).
 - **February 15:** Applications to teach the following year's Spring or Summer (term or semester).

○ **Approvals**

As part of the application process, faculty will be required to obtain the endorsements listed below. The endorsement sheet will be available for download in the online application. See appendix for sample sheet.

- **Home campus endorsements:**
 - Faculty member
 - Department Chair or Head of Department
 - If home campus is St. Louis or US extended site, the department chair must provide approval and signature
 - If home campus is an international campus, the head of department must provide approval and signature
 - Dean or Campus Director/Academic Director
 - If home campus is St. Louis, the dean must provide support by signature
 - If home campus is an international campus or US extended site, the campus director or academic director must provide support by signature
- **Submission of application - Once home campus endorsements have been received and uploaded to the application, the**

application should be submitted to the Office of Academic Affairs/Global Program Development.

- **To provide a streamlined and equitable process, the Office of Academic Affairs/Global Program Development will distribute all applications submitted to the appropriate host campuses for review following the application deadline.**
- **Host campus endorsements:**
 - If host campus is St. Louis, the appropriate **department chair and dean** will receive copies of submitted applications. If supportive, both must provide endorsement and return to Global Program Development.
 - If the host campus is an international campus, the **academic director and campus director** will receive copies of submitted applications. If supportive, the campus must provide signature and return to Global Program Development.

All applications endorsed by the host campus will then be reviewed by the Office of Academic Affairs/Global Program Development.

○ **Review of Applications**

- The **Office of Academic Affairs/Global Program Development** will review all timely and complete applications that have received the necessary approvals from the home and host campuses. The number of fellows selected will be determined by available funding.
- Considerations for approval will be based on home and host campus needs; value added by exchange and proposed service, classes and/or projects; strategic need; diversity of faculty and disciplines represented; applicants past mobility experiences, if any. Applicants without previous mobility experiences are encouraged to apply.

○ **Notification**

- Applicants and their dean or campus director/academic director will be notified of approval or denial according to the following timeline:
 - Fall applications -- deadline of **October 15th** -- will be notified within a month of the deadline.
 - Spring and Summer applications (of following year) – deadline of **February 15th** – will be notified within a month of the deadline.
- Included in the communication to approved faculty will be a timeline of next steps for logistical planning purposes.
- A comprehensive report of approvals will be sent by the **Office of Academic Affairs/Global Program Development** to:
 - Office of the Provost

- All deans, international campus directors and academic directors
- All chairs and heads of departments
- Office of Academic Affairs
- Others designated as appropriate (e.g., HR directors of int'l campuses, St. Louis international services, school/college campus faculty mobility representatives)

Leif J. Sverdrup Global Teaching Fellowship Program Endorsements

I have reviewed the Leif J. Sverdrup Global Teaching Fellowship application for the below listed faculty. This includes the following supplemental documents: CV, teaching areas and project proposal.

Applicant Info:

_____	_____
Faculty Name	Home Campus and Department
_____	_____
Term/Year Proposed	Host Campus Proposed
_____	_____
Full-time or Adjunct?	If full-time, regular load or overload?

Home Campus Endorsements (To be signed prior to application submission)

_____	_____
Dept. Chair (St. Louis) or Head of Department (Intl/Extended Site)	Date
_____	_____
Dean (St. Louis) or Campus/Academic Director (Intl/Extended Site)	Date

Host Campus Endorsements (For Office of Academic Affairs)

_____	_____
Dept. Chair (St. Louis) or Head of Department (Intl/Extended Site)	Date
_____	_____
Dean (St. Louis) or Campus/Academic Director (Intl/Extended Site)	Date

Leif J. Sverdrup Global Teaching Fellowship Program Endorsements

Are you willing to accommodate global faculty member? Yes/No

If you're unable to endorse this application, please provide explanation (this may be shared with applicant)
