



INTERNATIONAL PROGRAMS POLICY – WEBSTER FACULTY MOBILITY FELLOWSHIP

Rev. September 12, 2007

International Programs, St. Louis, MO

This policy covers the subsidy from Webster University available to faculty that teach abroad, which need the approval of Academic Affairs before any appointment can be made.

Full-time Webster University faculty who have completed one academic year at the University are eligible for the Faculty Mobility Fellowship. Adjunct faculty who have taught six courses at the University are eligible for the Faculty Mobility Fellowship. Their applications would have to be processed through the appropriate dean as well as be signed/accepted by the international campus director. Applications are due on October 15 of each year for faculty appointments for the following academic year; for example, a October 15, 2007 deadline pertains to 2008-09 assignments (Summer 2008, Fall 2008, Spring 2009).

Any Webster University faculty member who teaches at a Webster international campus or exchange partner is also required to follow the Webster University approval process. There can be no exceptions to this.

I. WEBSTER FACULTY MOBILITY PROGRAMS

A. Faculty Programs

1. St. Louis and U.S. Extended Site Faculty Programs

Leave Related (discretion of the host campus)

- 8 or 16 weeks (Fall and Spring only)
- includes transportation and housing
- pay for courses taught
- only for Webster Campuses

Non-Leave Related (competitive)

- 4 or 8 weeks (Fall and Spring only)
- includes transportation, housing and a stipend
- regular teaching load
- "change of duty station"
- only for Webster Exchange partners

Short term independent international programs (competitive approval process)

- 2 to 4 weeks (Fall, Spring and Summer)
- island faculty-led programs with Webster-St. Louis Students
- approval process through Office of Study Abroad
- only for faculty on leave or outside the Fall-Spring terms
- includes transportation, housing, and reasonable expenses

Webster Campus and Exchange Partner – A Description

A clear distinction is made in the program between Webster University campuses and exchange campuses. Webster campuses have a tradition of supplementing instruction by arranging with faculty to teach during their faculty development leave. This longstanding program should not be confused with the "competitive" faculty exchange programs that Webster University has negotiated with several other universities outside the United States.

Each of the exchange partners has an annual exchange quota. Exchange periods will be for four or eight week segments. Formally, faculty will still be considered full time employees (FTE) of the St. Louis campus, with pay and benefits. Webster – St. Louis faculty participating in the program will be assigned to one of the exchange campuses for a period of at least four weeks. This will be during either Fall 1, Fall 2 or Spring 1, Spring 2.

In order to accomplish this a faculty member will teach two of the standard of three courses per semester in either the eight week session before or the eight week session after the exchange period. If the exchange faculty member went during Fall 1, two courses would be taught during the Fall 2 period and vice versa.

For faculty who teach a four week rather than an eight week segment, they would be required to return to St. Louis for the remainder of the term and fulfill responsibilities other than classroom teaching.

Webster University would provide round trip transportation and a stipend for exchange faculty. The faculty member would be provided with office space and living accommodation by the exchange partners. Classroom responsibilities would be limited to one class as per the standard semester responsibilities of a faculty member at Webster University-St. Louis. Additional responsibilities outside of classroom teaching would be negotiated with the exchange partner. Faculty who wish to teach an additional class for the Webster University exchange partner would be paid at the adjunct rate of the exchange partner.

The stipend in no way meant to cover all expenses incurred by the exchange faculty member.

2. International Campuses Faculty Program

Non-Leave Related (competitive)

- 8 or 16 weeks (Fall and Spring only)
- includes transportation, housing and stipend
- three year cycle for participation
- Only Saint Louis campus

Description

Faculty from Webster International campuses have the opportunity to participate in the faculty mobility program with Webster – St. Louis. This is available to faculty who have taught for Webster University at least six courses. Faculty who participate in this program will again be eligible on a three year rotating schedule. Participants would need to teach in St. Louis for either a term or a semester. Webster University would be responsible for transportation, housing and a reasonable stipend made available through Sverdrup funds.

3. Affiliate Institution Faculty Program (WINS faculty)

Quota Awards (competitive)

- 8 or 16 weeks (Fall, Spring and Summer)
- includes transportation and housing
- remuneration for each course offered at the local rate and currency in-country
- WINS schools accrue appointments at the rate of one faculty member for each ten study abroad students

Description

By agreement with all Webster International Network Schools (WINS), each member is encouraged to send a faculty member to teach at one of the Webster University international campuses when they have sent ten students to study at Webster international campuses. Webster University will pay transportation and housing for the WINS faculty. In addition the faculty will be paid by the host campus at the local rate and currency for teaching. The WINS faculty participants are nominated by their home institutions. Approval process is coordinated by International Programs. Final selection and courses taught by WINS faculty are at the discretion of the international campus.

II. APPLICATION AND NOTIFICATION PROCESS

A. St. Louis and U.S. Extended Site Faculty to International Campus

- Faculty member picks up application form from the dean of his/her college/school or the director of the extended U.S. site at which he or she teaches.
- Application form is completed by faculty member, signed by chair of faculty member's department or site director as appropriate.
- Form is signed by corresponding dean.
- Dean consults with the home director or chairperson and the potential host international campus director and/or academic advisor.
- With the dean endorsement, the application is forwarded to the Vice President for Academic Affairs for final approval.
- After final approval, Associate Vice President of International Programs notifies dean and international campus director of decision.
- Copies of approved application are forwarded to the Center for International Education (CIE) and International Programs, the appropriate dean, and the hosting international campus director.

- Dean, department chair or site director (as appropriate) notifies faculty member.
- Travel arrangements are made by International Programs in St. Louis.
- Visas for China and Thailand are arranged by International Programs in St. Louis.

B. International Faculty to St. Louis and U.S. Extended Site

- Faculty member picks up application form from the director of the international campus at which he or she teaches.
- Form is completed by faculty member, and applicant consults with the site director and academic director of his/her campus.
- If viable to the campus director, the director signs the application and forwards it to the appropriate dean for evaluation.
- Dean consults with the home campus director and/or academic director and the potential host St. Louis or extended U.S. campus site director and/or regional director, and department chair, where applicable.
- With the dean endorsement, the application is forwarded to the Vice President for Academic Affairs for final approval
- After final approval, Associate Vice President of International Programs notifies dean and international campus director of decision.
- Copies of approved application are forwarded to the Center for International Education (CIE) and International Programs, International Services in St. Louis, the appropriate dean, and the sending international campus director.
- International campus director or academic director (as appropriate) notifies faculty member.
- Travel arrangements made by International Programs in St. Louis.
- Visa issues are coordinated by International Services in St. Louis.

C. International Faculty to International Campus

- Faculty member picks up application form from the director of the international campus at which he or she teaches.
- Faculty member consults with the site director and academic director of his/her home campus.
- If viable, the application is signed by hosting campus director and forwarded to the corresponding dean.
- The dean reviews application and consults with home and host campuses.
- With the host director's endorsement, the application is forwarded to the Vice President for Academic Affairs for final approval.
- After final approval, Associate Vice President of International Programs notifies dean and international campus director of decision.
- Copies of approved application are forwarded to the Center for International Education (CIE) and International Programs, the appropriate dean, and the sending and hosting international campus directors.
- Applicant is informed of outcome by his/her home international campus director.
- Travel arrangements are made by International Programs in St. Louis.
- Visa issues are coordinated by the host international campus.

NOTE: Electronic endorsements and approval are acceptable. This eliminates the need to send and resend by mail the application forms.

D. Affiliates Faculty to International Campus

- Faculty member applies to his/her own institution's WINS coordinator.
- Application is forwarded to Webster University's Office of Study Abroad.
- Review of application is performed by Associate Vice President for International Programs (AVPIP).
- AVPIP mediates negotiation between international campus director(s) and WINS institution.
- After final decision is made, AVPIP notifies WINS institution, the appropriate dean and the hosting international campus director of such.
- Approved application is forwarded to the Office of Study Abroad, and copies are sent to the Center for International Education (CIE), International Programs, the appropriate dean, and hosting international campus directors.
- A formal appointment letter is sent to the faculty member at the WINS institution by the Office of Study Abroad.
- Applicant is informed of outcome by his/her institution's WINS coordinator.
- Travel arrangements are made by International Programs in St. Louis.
- Visa issues are the responsibility of the applicant.

III. FINANCIAL REPOSIBILITIES

A. Payments (Who Pays What)

1. St. Louis and U.S. Extended Site Faculty Programs

Webster – St. Louis will use its payroll process for:

- The salary of the full-time faculty, but amount is charged to international campus at the St. Louis adjunct rate*

Hosting international campus (receiving site) pays for:

- Transportation (airfare) to and from the international campus
- Housing for the faculty member
- Salary of adjunct faculty member at local rate in local currency
- *Salary of full-time faculty member charged through interfund at St. Louis adjunct rate

2. International Faculty Programs – International to St. Louis and U.S. Extended Site

Webster – St. Louis pays for:

- Transportation (airfare) from and to the international campus
- Housing for faculty member
- Salary of faculty member at St. Louis rate in US dollars

3. International Faculty Programs – International to International Site

Hosting international campus (receiving site) pays for:

- Transportation (airfare) from and to the international campus
- Housing for faculty member
- Salary of faculty member at local rate in local currency

4. Affiliate Institution Faculty Programs (WINS Faculty)

Affiliate institution or faculty member pay for:

- Housing for faculty member
- Meals and personal expenses

Hosting international campus (receiving site) pays for:

- Transportation (airfare) to and from the international campus
- Salary of faculty member at local rate in local currency

IV. SVERDRUP STIPEND

As fund permit, International Faculty Scholars will be eligible for a stipend based on the length of the teaching assignment for faculty between St. Louis and the international campuses/location of Webster University. The stipend is paid by Webster – St. Louis as follows:

- US\$ 800 8-week term
- US\$1,200 16-week term/semester

The following exclusions and requirements apply:

- Teaching assignments in China and Thailand, and partner institutions, such as Kansai and Universidad Autónoma de Guadalajara (UAG).
- Stipends will not be available for the summer term.
- Faculty will be eligible to receive this award only once every three years.

International Programs in St. Louis administers the stipend.

V. CAMPUS/SITES EXCLUSIONS

Faculty mobility fellowship awards are not available for teaching at the following campuses and/or sites:

- Japan: Kansai University in Osaka
- Mexico: Universidad Autónoma de Guadalajara (UAG)
- China: Shanghai International Studies University (SISU)
- China: MBA Programs at Shanghai and Shen Zhen in cooperation with Shanghai University of Finance and Economics (SUFU) and in Chengdu in cooperation with the University of Electronic Science and Technology China (UESTC)

Note: For teaching appointments, please contact the Webster - China director, Rick Foristel

ADDENDUM

EXCHANGE VISITOR GUIDELINES: PROFESSORS & RESEARCH SCHOLARS

Webster University is authorized by the U.S. Department of State to bring international professors and research scholars to any of our domestic campuses. The following steps should be followed whenever your College/School or Department would like to host such an exchange visitor.

- I. Notify Academic Affairs, International Programs, and International Services as soon as possible.
- II. Provide International Services with the information necessary to prepare the DS-2019 (the fundamental visa/immigration document). The requisite information for each exchange visitor is as follows:
 - a. Full Name
 - b. Gender
 - c. Date of Birth
 - d. City and Country of Birth
 - e. Citizenship
 - f. Position in Home Country
 - g. Dates (beginning and ending) of Stay in U.S.
 - h. Category: Professor or Research Scholar
 - i. Specific Field of Activity
 - j. Funding: source and amount
- III. If the exchange visitor will be accompanied by family members, please provide the following information about each:
 - a. Full Name
 - b. Date of Birth
 - c. Gender
 - d. City and Country of Birth
 - e. Citizenship
 - f. Relation to Exchange Visitor
- IV. It is critical that the information sent to International Services is not only timely but accurate. Changing visa/immigration documentation creates enormous problems, especially for the exchange visitor.
- V. Always feel free to ask any questions—if you are confused the exchange visitor certainly is much more so.