

## **GUIDELINES**

### **Webster University Worldwide Faculty Mobility Program (St. Louis and U.S. Extended Site Faculty TO International Campuses)**

#### **Eligibility**

All Webster University St. Louis and U.S. extended site faculty members are invited to apply to teach at an international campus for a minimum of one term. A full time faculty member who has completed one academic year at Webster University or an adjunct faculty member who has taught six courses at Webster University is eligible.

#### **Procedure**

Any eligible faculty member who is interested in participating in the program obtains an application form from the dean or the director of the U.S. site at which he/she teaches. The applicant consults with the chair of his/her home department or, in the case of extended campus faculty, the director of his/her extended campus. If viable to the home department or extended site, the applicant forwards the completed application to the dean of the appropriate college or school for review. The dean consults with the home director or chairperson and the potential host international campus director and/or academic director. With the dean's endorsement, the application is forwarded to the Vice President of Academic Affairs for final review and approval.

#### **Service**

This is a faculty development program. Faculty members are expected to be fully engaged at the host campus. A faculty member must not only be willing to teach at the host campus, but also to be of service to the campus in some additional capacity that adds value to the host campus. The service component should be described in the application process in detail and will be considered by the dean as a factor influencing endorsement.

#### **Awards**

Application deadline is October 15 of each year for awards corresponding to the academic year starting the summer of the following year. Deans will review the applications and discuss the applicants with the home campus site directors and academic directors and the potential host site and/or regional directors and department chairs, where applicable.

Decisions will be made based on host and home campus and school and college needs and mission, faculty development, teaching, equity and value added by the exchange.

Awards will be made by December 15 (2 ½ months after the application deadline).  
Awards will include airfare, housing and the possibility of up to two course overloads.