UCEAP Spain Study Center Director

POSITION: UCEAP Spain Study Center Director

APPOINTMENT TERM: 7/1/15 – 6/30/17

APPLICANT’S NAME: __________________________ DEPARTMENT: __________________________

APPLICANT INSTRUCTIONS

☒ Submit this form (with position description) to your Department Chair and Divisional Dean
☒ Monitor the signature approval process to ensure your approvals are completed
☒ Upload signed approval form, statement of interest, CV and reference list through UC Recruit

TO DEPARTMENT CHAIR: Please complete the following, sign below and forward this form to the Dean.

Please comment on the applicant’s qualifications (attach additional comments on letterhead).

TO DIVISIONAL DEAN: Please complete the following, sign below and return this form to Applicant.

Please comment on the applicant’s qualifications (attach additional comments on letterhead)

By signing below you agree to: (1) Funding Arrangements  (a) UCEAP to provide replacement funds of $50,000 per each Academic Year (September through June) of the appointment term, prorated for an appointment fulfilled at less than a full term, and (b) home campus department continues to be responsible for benefits and sabbatical accrual; (2) release time for Director, to be coordinated with appointment during the term of service; and, (3) approve the appropriate personnel action form(s) for this appointment.

Chair’s Signature: __________________________

Print Name: __________________________

Date: __________________________

Dean’s Signature: __________________________

Print Name: __________________________

Date: __________________________
GENERAL DESCRIPTION
Reporting to UCEAP’s Associate Vice Provost & Executive Director, and in close collaboration with the Regional Directors in UCEAP’s Goleta Systemwide Office, the Study Center Director oversees EAP’s programs abroad, represents the University of California to host universities, and at some sites work with third-party providers responsible for various program elements. Study Center Directors must fulfill academic and administrative functions, including oversight of student safety, security and conduct. The Study Center Director oversees student academic issues, arranges or supervises independent study projects and internships, manages host university relations, and is available to the Study Center staff members for consult on student welfare issues, including safety and security.

PROGRAM DESCRIPTION
The Study Center Director in Spain oversees host university relations, office and program administration, and non-routine student academic and welfare issues in the programs listed above. The directorship can be demanding at times, requiring strong administrative skills.

The immersion programs at Barcelona universities, Complutense University of Madrid, and the University of Granada begin with intensive language programs (ILP) arranged by their respective Study Centers and conducted at the host universities. Following the ILP, students enroll principally in regular partner-institution courses, although the Study Centers arrange for some support courses at all four institutions. All instruction is in Spanish. There is a semester option available to students who cannot stay for an entire year. At the Autònoma, Complutense and the University of Granada, students who successfully complete the fall semester may extend their participation to the spring semester.

A preparatory summer program is open at the University of Cádiz to students who have been selected for the year-long immersion programs. The program runs for four weeks immediately preceding the ILP programs and is designed to impart knowledge of Spain’s academic culture and reinforce language skills and specialized vocabulary.

Semester options are available at Carlos III University. The program is offered by the Instituto de Estudios Hispánicos within the larger university. These courses are designed for upper-division students with a working knowledge of Spanish; the focus is on Spain’s history and contemporary place in the world. Students at Carlos III have limited options for enrolling in regular university courses during the Hispanic Studies semester and Fall Semester students may extend their participation and take regular university courses at Carlos III University during the spring semester.
Semester options are also available at the University of Córdoba where students enroll in a Language and Culture program designed by EAP for UC students. All students must have one year of university-level Spanish in order to attend this program. Students who complete the Fall Semester program in Córdoba may extend their participation to the Hispanic Studies program at Carlos III in the Spring or to the University of Granada in the Spring.

A new program in International Business Economics will open at the Pompeu Fabra in winter quarter of 2013. The UPF is a quarter-based campus and UC students may attend the program for winter quarter, spring quarter, or winter plus spring. Instruction for this program is in English.

EAP offers another Language and Culture Program during the summer in Madrid for students with beginning-level Spanish. The program runs for seven weeks, is hosted by the Instituto Internacional, and receives the operational support of Accent International.

ELIGIBILITY
UC Senate Members (tenured faculty, lecturers with SOE). Demonstrated campus service to UCEAP is desirable.

APPLICATION PERIOD
Deadline for primary consideration is October 30, 2013.

APPOINTMENT TERM
July 1, 2015 through June 30, 2017

PERIOD OF RESIDENCY & LOCATION
Concurrent with Term of Appointment. Residence location in Spain—Barcelona or Madrid—to be determined.

DIRECTOR’S HOUSING
The Director obtains her/his own housing of choice.

HOST UNIVERSITIES AND PROGRAMS ADMINISTERED BY STUDY CENTERS & APPROXIMATE CAPACITY
(institutions subject to modification; actual number of students enrolled varies each year)

- **BARCELONA**
  University of Barcelona – 30 Yearlong students, additional 30 Spring semester only
  Autonomous University of Barcelona – 25 Yearlong students
  Pompeu Fabra University – 25 Winter and Spring quarter students

- **MADRID**
  Complutense University of Madrid – 30 Year-long students, additional 30 Fall semester only
  Carlos III University of Madrid – 50 Fall Semester students; 50 Spring semester students
  UC Center, Madrid – 60 Summer students

- **GRANADA/CÓRDOBA/CÁDIZ**
  University of Granada -- 30 Yearlong students, additional 30 students for Fall semester only
  University of Córdoba -- 40 Fall semester students; 30 Spring semester students
  University of Cádiz -- 30 Summer students preparing for the immersion programs

LANGUAGE SKILLS
- Director - Fluent in Spanish
- Students - Intermediate to advanced Spanish (with the exceptions of the Madrid Summer Language and Culture Program and the International Business Economics Program at the Pompeu Fabra)

FACULTY DISCIPLINES PREFERRED FOR THIS POSITION
- Any, no preference -
OFFICE LOCATION
EAP has three Study Centers in Spain. In Barcelona, the main Study Center is located in the Facultad de Letras of the University of Barcelona, with space for the director, and two staff members. One of the staff works in the EAP office on the campus of the Autónoma.

In Madrid, the Study Center is located in the Facultad de Ciencias Politicas y Sociología on the Somosaguas campus of the Complutense, with office space for the SCD and 1 staff member. There is also an office at Carlos III’s Getafe campus run by an additional staff person.

In Granada, the Study Center is located in the Colegio Mayor “Isabel la Católica” of the University of Granada. There is also an EAP Office at the University of Córdoba.

OFFICE STAFF
EAP maintains: two experienced staff in Barcelona, two experienced staff in Madrid, and two experienced staff in the Granada Center—one is located in Granada and one is located in Córdoba. The coordinator from the Córdoba office serves also in Cádiz during the month-long program. Each of the Study Centers also relies on part-time graduate student interns from the partner institutions.

A housing agency is contracted to arrange Carlos III homestays and the University of Córdoba organizes the homestays for Córdoba students. Accent organizes housing for the Madrid Summer students, and students headed for Pompeu Fabra arrange their own housing via the internet before departing California.

RECIPROCAL EXCHANGE
The programs at the Complutense, Autonomous University of Barcelona, the University of Granada, Carlos III and the Pompeu Fabra are based on reciprocal student exchange. The Reciprocity unit at the Universitywide Office of the Education Abroad Program maintains direct working relations with relevant staff at EAP’s exchange partners, but the Spain Director may be called upon to disseminate information on UC.

TEACHING
There is no teaching requirement.

SPECIAL CONSIDERATIONS
Oversight of Study Centers and programs is to be undertaken using primarily remote means of communication such as email and Skype. Travel between the four locations will be periodic; Study Center staff manage the routine academic and administrative aspects of the local programs.

Familiarity with the Spanish university system and politics is strongly recommended. Given the size and complexity of the Spain programs, strong administrative skills are required.

The appointed Director must have excellent managerial skills including ability to delegate tasks effectively and to work effectively, efficiently, and collegially with a professional staff while concentrating her or his efforts on the academic programs and UC diplomatic relations and communications with partner universities.

The Study Center Director will also assist UCEAP and the campus EAP offices in recruiting students to the programs administered by the Study Center. This assistance may include developing information about the programs that will attract students, responding to applicants’ and advisers’ inquiries, and corresponding with students selected for the programs.

It is expected that the new Study Center Director will participate in conversations with the outgoing Study Center Director to ensure a smooth transition and obtain orientation by EAP prior to departure. After the new Appointee is confirmed, the Regional Director will facilitate introductions and suggest an "overlap" consultation by email or Skype at mutually beneficial times.
COMPENSATION

Replacement Funds to Campus Department
Director remains on his/her home campus department payroll and continues to receive regular salary from the home department.

- **UCEAP** will provide the home campus with **replacement funds in the total amount of $50,000** for each academic year (September through June) of the appointment term. The home department will provide instructions to UCEAP regarding the appropriate account to credit with those funds.

- Benefits are provided in accordance with applicable University policies and are administered by each UC campus. **UCEAP does not reimburse the home campus for any costs related to benefits or sabbatical accrual.**

Salary & Administrative Stipend
The Study Center Director remains on her or his home campus department payroll with continuation of regular salary for the duration of the appointment. UCEAP will provide an annual administrative stipend (payable in monthly increments) which represents the difference between the Director’s UC academic year (9/12) salary and a corresponding fiscal year (11/12) salary. The annual stipend will be prorated according to the actual number of service months as Study Center Director each Fiscal Year.

Allowances

- **Housing Allowance** is provided, based on a percentage of the Living Quarters Allowance from the US Department of State (DOS) and actual housing costs.

- **Post Allowance** (cost of goods adjustment), also based on a percentage of DOS rates, is provided to mitigate the costs of living abroad.

- **Education Allowance** is provided at a rate of $3,000 per child per academic year for children under the age of 18, residing abroad for at least one year. The education subsidy will be prorated for residency of a partial academic year.

Housing and post allowances are updated in accordance with published DOS rates each fiscal year of the appointment term and will be prorated according to the actual service months in-residence each fiscal year. All subsidies listed above are subject to US taxation.

Travel
UCEAP provides outbound and return airfare and transportation to and from the appointment letter departure and arrival destinations at lowest economy rate airfare per pre-approved UCEAP Travel quote for the Study Center Director and the Study Center Director’s spouse and children under 18 years of age who will reside abroad for a minimum of one-quarter, as applicable. These travel benefits will be provided only once during the Director’s two-year appointment term.

Visa/Residency Permit(s)
Costs to obtain or renew a visa/residency permit will be reimbursed by UCEAP (receipts are required). UCEAP does not process Visa applications.

Relocation and Removal Expenses
A removal subsidy (for actual shipping expenses, which include excess baggage fees) will be provided as follows:

For removal to host country: UCEAP will provide a maximum of up to $1,500 for the Director, up to $2,000 for a couple, or up to $2,500 for families with children under 18 years of age.
For return removal to California: UCEAP will provide a maximum of up to $2,000 for the Director, up to $2,500 for a couple, or up to $3,000 for families with children under 18 years of age.

Other Considerations
UC faculty and employees working abroad are advised that they may be required to file returns and pay taxes in the foreign country in which they are working. In accordance with Internal Revenue Service (IRS) regulations Directors may, in some cases, be eligible to exclude some earned income (earned while abroad) in calculating their US federal taxes each year. It is important for Directors and employees to fulfill their obligation to file and pay taxes according to the rules and regulations of both countries. To ensure tax compliance, UCEAP highly recommends seeking expert tax advice for an assignment abroad.

UCEAP does not reimburse the home campus for any costs related to health and welfare benefits or sabbatical accrual; please note that vacation time is not accrued during EAP service. Due to coverage limitations of some UC health insurance plans, Directors may choose to change health insurance plans for the period they reside abroad, affecting monthly premiums, deductibles and plan coverage. A campus Health Care Facilitator http://atyourservice.ucop.edu/directories_contacts/index.html can provide more detailed information. UCEAP does not offer supplemental insurance coverage.

Business travel insurance coverage, including medical evacuation and/or repatriation services for Directors and traveling companions, is offered through UC Risk Services http://www.ucop.edu/risk-services/loss-prevention-control/travel-assistance/index.html.

MORE INFORMATION
For questions about application and interview processes or terms of appointment, contact UCEAP Human Resources Director Bryna Bock bbock@eap.ucop.edu. For questions that are program-specific, contact UCEAP Regional Director Karen Mead kmead@eap.ucop.edu. For more information about UCEAP, visit www.eap.ucop.edu.

TO APPLY
Please note: the application review process takes place in stages over the course of the full academic year, in accordance with UCEAP and UC Senate Committee on International Education (UCIE) search and selection protocol. Appointment decisions to be announced on or before July 1, 2014.

STEP 1 Prepare Application Materials
- ✔ Statement of Interest discussing qualifications and reasons for applying
- ✔ Curriculum Vitae
- ✔ Campus Endorsement Form

STEP 2 Obtain Campus Approvals for Appointment Release Time and Funding
- ✔ Present the Campus Endorsement Form along with a copy of this Position Description, to your Department Chair for signature approval and request that she or he forward to your Dean for signature approval.
- ✔ Monitor the signature approval process to ensure that the endorsement form is completed, signed and returned to you for submission.

STEP 3 Apply through UC Recruit https://recruit.ap.ucsb.edu/
- ✔ Create UC Recruit account https://recruit.ap.ucsb.edu/apply
- ✔ Enter requested application data online
- ✔ Upload all application materials and Campus Endorsement Form in PDF format