
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 $12,000 for the appointment term listed above, 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 appointee, 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: ___________________________
VISITING PROFESSOR
ITALY – University of Bologna

The mission of the University of California Education Abroad Program (UCEAP) is to equip UC students with the knowledge, understanding, and skills for work and life in a globally interdependent and culturally diverse world. Since 1962, UCEAP (eap.ucop.edu) has served as the UC systemwide international exchange program. Serving all campuses, UCEAP continues its support of the University of California’s mission through academic instruction and exchange relationships around the world. UCEAP is currently active in 39 countries with over 285 program options. Over 86,000 UC students have participated in UCEAP and graduated into careers in private industry, public service, and academia, over 27,000 international students have completed non-degree study at a UC campus through UCEAP’s reciprocal exchange agreements, and more than 550 UC faculty have served as EAP Study Center Directors, Visiting Professors and program instructors.

GENERAL DESCRIPTION
The UCEAP programs in Bologna and Milan enable UC students to enroll in host university courses. Most program participants in Bologna are students in social science or humanities majors; in Milan students are in business or economics. The UC Visiting Professor has significant responsibility for being easily accessible for the students’ academic concerns. The UC Visiting Professor will also be charged with working on academic integration initiatives in his or her field designed to increase student participation in the programs.

The Visiting Professor is required to teach a course, in Italian, in the subject of his/her choice at the UC Study Center in Bologna. This course will be open to UC participants of the University of Bologna program. The Visiting Professor is also required to oversee student academic issues for students in Bologna and Milan, work with our partner universities on program development initiatives, assist UCEAP in recruiting prospective students to the programs, and intervene in any crisis situation involving UC students during the in-country residence period of mid-September through mid-December, 2014; service as instructor of record (remotely) continues upon return to campus from January through June 30, 2015.

ELIGIBILITY
Senate Members (tenured faculty, lecturers with SOE) and continuing lecturers in the social sciences or humanities are invited to apply. Demonstrated campus service to UCEAP is desirable.

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

APPOINTMENT TERM
Appointment term: In country from mid-September through mid-December, 2014; instructor of record duties (upon return to campus) from January-June, 2015.

HOST UNIVERSITIES AND CAPACITY
- University of Bologna – 20+ fall semester, 10+ year program, 12+ spring semester
- Univ. of Commerce Luigi Bocconi, Business and Economics – 20+ fall semester, 12+ spring semester

LANGUAGE SKILLS
- Visiting Professor – Fluency in Italian is required.
- Students – The prerequisite for students studying in Bologna is two years of university Italian or the equivalent. There are no language prerequisites for participation in the Business and Economics program given the availability of courses taught in English at Bocconi.
FACULTY DISCIPLINES PREFERRED FOR THIS POSITION
Social Sciences or Humanities

TEACHING
The Visiting Professor is required to teach one course in a field relevant to the broad range of interest among student participants. The Visiting Professor will also serve as UC instructor of record for courses taken at the University of Bologna and Bocconi University, and will be expected to oversee grade conversion and sign grades for the spring semester as well as the fall. This role can be undertaken remotely via email or telephone contact in the second semester once residency in Italy has ended.

OFFICE LOCATION
The UC Study Center is centrally located in Bologna close to some University of Bologna departments and a 10-15 minute walk from most other departments.

OFFICE STAFF
One full-time Academic Coordinator and one full-time Program Administrator work at the UC Study Center in Bologna. The staff members assist UC students with many details of the program, including, but not limited to: orientation to their city and university, course registration, student housing, and information on health, safety, and security.

RECIPROCAL EXCHANGE
Managed by the host universities and UCEAP in California.

SPECIAL CONSIDERATIONS
This position is a UCEAP Visiting Professorship rather than a Study Center Directorship. The UC Visiting Professor has significant responsibility for being easily accessible for the students’ academic concerns. The Visiting Professor will also be charged with working on program development initiatives designed to increase student participation in the program at the University of Bologna. The Visiting Professor will also assist UCEAP in recruiting prospective students to the programs administered by the Study Center. This assistance may include responding to applicant and campus advisor inquiries and corresponding with students selected for the programs. The Visiting Professor will work on these initiatives in close consultation with the Regional Director at the UCEAP Systemwide Office.

COMPENSATION
Replace Funds to Campus Department
Appointee 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 $12,000 for the appointment term, with appropriate adjustment for a semester-campus faculty appointment. 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.

Stipend
UCEAP will provide a stipend of $5,000 in consideration of the continuing responsibilities following the in-country residency period.
Travel

- UCEAP will provide individual airfare at lowest economy rate per pre-approved UCEAP Travel quote to and from California and Italy for the term of residency.

- The Visiting Professor's individual in-country travel expenses during the term of residency (lodging, meals, and transportation) are covered by the program budget.

- Transportation to and from work is the responsibility of the Visiting Professor.

Housing
UCEAP will provide reimbursement of lodging expenses concurrent with the appointment term, not to exceed $6,000. The Visiting Professor will need to locate and secure housing.

Relocation and Removal Expenses
UCEAP will provide a total maximum reimbursement of up to $500 for relocation/shipping/excess baggage upon submittal of appropriate documentation of expenses.

Visa/Residency Permit(s)
Costs to obtain a residency permit will be reimbursed by UCEAP (receipts are required).

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 Linda York, lyork@eap.ucop.edu. For more information about UCEAP, visit www.eap.ucop.edu.

TO APPLY

STEP 1 Prepare Application Materials

☐ Statement of Interest discussing qualifications and reasons for applying
☐ A succinct proposal for the course you would like to teach, as well as your credentials for teaching in the program
☐ 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

For questions about the program contact Regional Director Linda York at lyork@eap.ucop.edu, and for questions about the application process and appointment terms contact UCEAP Human Resources Director Bryna Bock at bbock@eap.ucop.edu.