
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 teaching proposal 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  
The NETHERLANDS – Utrecht University

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 the Netherlands enable UC students to enroll in host university courses. Most program participants are students in social science or humanities majors; in the MUSBE program students are in business or economics.

The Visiting Professor is required to oversee student academic issues for students in Utrecht and Maastricht, work with our partner universities to identify programs and courses in his or her field that UC students can use to fulfill UC major and degree requirements, and intervene in any crisis situation involving UC students. The Visiting Professor may be required to teach a course, in English, in the subject of his/her choice at Utrecht University. Following the period of residency in the Netherlands from August-December, 2014, the Visiting Professor continues to serve as instructor of record (remotely) 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 August through December, 2014; instructor of record duties (upon return to campus) from January-June, 2015.

HOST UNIVERSITIES AND CAPACITY
- Utrecht University – 15 + fall semester, 5 + year, 10 + spring semester
- University College Utrecht – 12+ fall semester, 2-4 year, 5+ spring semester
- University College Maastricht – 10+ fall semester, 5+ year, 5+ spring semester
- Business and Economics, Maastricht University (MUSBE) – 6+ fall semester, 3+ spring semester

LANGUAGE SKILLS
- Visiting Professor – Dutch is not required.
- Students – No language requirements. A mandatory Dutch Culture and Language (DCL) in Utrecht and Maastricht precedes the UCEAP students’ programs at their Dutch host university.
FACULTY DISCIPLINES PREFERRED FOR THIS POSITION
Social Sciences or Humanities

TEACHING
The Visiting Professor may teach a course at Utrecht University. The Visiting Professor will also serve as UC instructor of record for courses taken at all four Dutch partner universities 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 Utrecht has ended.

OFFICE LOCATION
The Visiting Professor will be hosted by Utrecht University.

OFFICE STAFF
There is no UC Study Center in the Netherlands. Strong host university international offices provide student services. An exchange officer at UCU works part-time with UCEAP to facilitate the registration of host university courses and grades in UCEAP’s online system and to ensure that UC students are meeting both host university and UCEAP course and unit requirements.

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

COMPENSATION

Replacement 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 the Netherlands 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 or renew a visa/residency permit will be reimbursed by UCEAP (receipts are required). UCEAP does not process Visa applications.

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.