



## Block 1

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### **DU England: Harlaxton Faculty-in-Residence: Fall 2025**

#### **Eligibility, Compensation, Responsibilities, Application and Courses**

Drake University offers a cohort-model semester study abroad program in England in partnership with Harlaxton College and the University of Evansville. As a part of the fall semester program, a Drake faculty member travels to Harlaxton with the students to teach and serve in various other capacities to support the program abroad as Faculty-in-Residence.

#### **Program Details:**

- DU England runs each fall semester with a different Drake instructor going as the Faculty-in-Residence with a cohort of 10-20 Drake students.
- Harlaxton provides on-site support (executive director and extensive staff), accommodations, transportation, classroom space, faculty office space, cultural activities and program excursions, health insurance, and emergency assistance coverage.
- Dates for fall semester: Faculty arrive August 26, 2025 and depart December 11, 2025
- The Drake faculty leader will teach two, 3-credit undergraduate courses meeting an AOI and taking advantage of the program location. Typically, one course will be a lower-level intro course with broad appeal, with the second course being topical or an elective. Drake students on the program are required to take one of the two courses, some choose to enroll in both. These courses are open to other students on the Harlaxton program.
- The students' semester schedule is rounded out by enrolling in other Harlaxton College course offerings, taught by British and visiting faculty.

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## **Eligibility:**

- Applicants need to be on full-time, tenured, or ongoing continuous (e.g. Professor of Practice) faculty appointments at Drake University at the time of application.
- Preference will be given to applicants who have experience teaching a Drake travel seminar or experience working with Drake students in an international setting prior to applying.
- Preference will be given to applicants who have not yet served as Faculty-in-Residence on a Drake semester program abroad.
- There is a minimum of five-year duration between periods of service as Faculty-in-Residence on a Drake semester program abroad.
- You may not be on sabbatical for the year prior to your time serving as Faculty-in-Residence.

## **Compensation:**

- You will remain on your Drake salary and benefits while you are teaching at Harlaxton.
- You will be provided with:
  - Accommodations at Harlaxton Manor with internet access
  - 3 meals a day provided at Harlaxton refectory
  - Stipend to use towards a phone solution of your choice for program related calls
  - International flight
  - International health insurance and emergency assistance coverage

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## **Responsibilities:**

### ***Before Departure***

- Develop course proposals and submit for approvals through your college's curriculum committee. Work with Harlaxton's Academic Program Manager to solidify course-related activities and excursions.
- Submit proposal for AOI approvals through the University Curriculum Committee.
- Take an active role in recruiting for the program through information sessions, classroom visits, fairs or events, communicating with prospective program students, and more.
- Hold a program specific pre-departure orientation the spring semester prior to your time abroad.

### ***While Abroad***

- Participate in arrival procedures, welcoming students to Harlaxton
- Participate in on-site orientation
- Teach two courses and participate in all course-related activities and excursions
- Meet with the Drake cohort once a week outside of class to connect with students and facilitate group reflection
- Oversight and accountability for Drake participants and primary point of contact
- Be available to students by keeping regular office hours
- Responsive communication with the Global Engagement office

### ***Post Program***

- Hold a post-program/re-entry session the spring after the program returns
- Assist the Global Engagement office by:
  - Completing a comprehensive report on your time as Faculty-in-Residence
  - Turning in complete expense reports in a timely manner
  - Serving as a mentor to future Faculty-in-Residence for the DU England: Harlaxton semester program
  - Assist with recruitment and orientation for future DU England: Harlaxton participants
  - Assist on assessment and program recommendations

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## **Application**

By completing the DU England: Harlaxton Faculty-in-Residence application, you will be considered for the Fall 2025 program. In submitting your application, you agree to the responsibilities and compensation.

## **Questions:**

To learn more or if you have questions, contact Maria Rohach, Director of Education Abroad at [maria.rohach@drake.edu](mailto:maria.rohach@drake.edu).

## **Process:**

1. Review the Qualtrics Form so you have the information you need to complete the form before you begin as it needs to be complete in one sitting. Global Engagement can provide you with a PDF of the form to review as well.
2. Complete the Qualtrics Form, including a letter of interest, and share preliminary course information.
3. Submit the Qualtrics Form by Sunday, October 27, 2024 at 11:59 pm CDT.
4. Obtain approval from your Department Chair and Dean. It is your responsibility to discuss your interest in the Faculty-in-Residence opportunity with them. Once you submit your application via Qualtrics an email will be sent to them for their official approval. They will need to give their approval by Friday, November 1, 2024.
5. Global Engagement will review applications. Finalists will be interviewed in November.

## **After you learn of acceptance:**

6. Obtain curricular approval for the two courses you will teach abroad through the proper channels in your college/school. Work with your department chair and/or curriculum committee chair to determine what approvals are necessary. For instance,

sometimes topics courses have a different process and don't require full curricular approval, or if you are offering a course that already exists, you may only have to notify your department you are offering the course. Once you have verification from your department or curriculum committee that the course has been approved, please notify Global Engagement.

7. Obtain AOI approval from the university curriculum committee. Notify Global Engagement once you have approval.

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## Block 2

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### Faculty-in-Residence Application

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#### Applicant Information

First name	<input type="text"/>
Last Name	<input type="text"/>
Title/Faculty Rank	<input type="text"/>
Extension	<input type="text"/>
Cell Phone	<input type="text"/>
Email Address	<input type="text"/>
Drake ID Number	<input type="text"/>

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Applicant's College/School/Department

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Do you have a sabbatical planned? (Faculty cannot take a sabbatical the year before Faculty-in-Residence)

Yes

No

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What terms and year will you be gone for your sabbatical?

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For planning purposes and housing arrangements, we need to know who would be going with you to the UK. Families, including children, are allowed to stay with you in your accommodations at Harlaxton Manor. Please share, who will be traveling with you, including ages of children. Service animals are welcome. Pets are not allowed.

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Please copy and paste a letter of interest in the text box below. Be sure to highlight:

- Your prior experience in the UK.
- How you will enhance your knowledge of the UK before departure.
- Your prior experience teaching abroad and/or leading a travel seminar.
- What other prior experiences have prepared you to be the Faculty-in-Residence on the DU England program at Harlaxton? (e.g., lived, studied, worked abroad; experience leading student groups, advising student organizations, etc.).
- Briefly share an example of an experience where you have dealt with student issues outside of the classroom (e.g., discipline, health, personal crises, etc.).
- Briefly describe your experience with intercultural learning and development. If you have little or no prior experience with intercultural learning and development, how do you plan to develop in this area prior to teaching on the DU England program?
- Briefly share your personal and professional goals for this experience. What do you hope to gain by being there? What do you want to get out of the experience?

## Block 3

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### Courses

The Drake Faculty-in-Residence will teach two, 3-credit undergraduate courses meeting at least one AOI and taking advantage of the program location. Typically, one course will be a lower-level intro course with broad appeal, with the second course a topics course or elective. Drake students on the program will be required to take one of the two courses. These courses will also be open to other students on the Harlaxton program. Courses only need to be in the idea phase at this time. Having some flexibility in your final course offerings is encouraged.

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List and briefly describe your preferred course offerings, including an intro level course (Intro to Psych, Econ 101), and a topics, elective, or required course. Include up to four different courses you are interested in or open to teaching. Simply, tell me what you want to teach. Briefly describe the course and if it is an existing course or if it will be newly developed, if it already is approved for AOIs or what AOIs you think might fit. To review AOI descriptions, go to <https://www.drake.edu/dc/areasofinquiry/>

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Share how you envision course content and delivery will be enhanced by the program location. How will your courses integrate students into the host culture? What cultural activities might you incorporate into the courses? This will help you think more intentionally about how you can structure experiential learning in your courses and use the location as your classroom. Our on-site partner will also make suggestions.

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Critical reflection is a key component to experiential learning ensuring students are making meaning of their experience. How might you facilitate student learning with reflection exercises throughout the program? Think about reflection activities, group discussion, individual journaling prompts, reflective essay, and more.

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Describe physical demands of your courses. Think about what is physically required to take these courses. Can these elements be made optional if necessary?

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Are you open to Harlaxton College and Drake looking at your CV and determining what you teach? For instance, if there is a need to offer a specific literature course and you are qualified to teach that course, are you open to being flexible in what you offer?

Yes

No

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**Block 4**

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## Approval from Department Chair

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All Faculty-in-Residence applications require approval from your Department Chair. They need to approve course proposal ideas and workload implications for your department.

Please include the name and email address of your Department Chair below. Once your application is submitted an email will be sent to them with your application attached and they will be asked for approval. Make sure you correctly enter their email address below.

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Department Chair's Name

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Department Chair's Email Address

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## Approval from the Dean

All Faculty-in-Residence applications require approval from your Dean. They need to approve the course proposal ideas and any personnel issues. Please choose your Dean from the dropdown menu below. Once your application is submitted an email will be sent to them with your application attached and they will be asked for approval.

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Select your Dean from the dropdown menu below.

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## Block 5

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**Submit Proposal**

Once submitted, the Application will be reviewed by Global Engagement. Finalists will be interviewed in November. Once you click the submit button below, your application will be submitted. If you are not ready to submit click the back arrow.

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