DATE: December 23, 2011

TO: Deans, Chairs, and Directors of Academic Departments and Programs

FROM: International Academic Programs (IAP)

RE: Resident Director Position for Paris Program Spring Semester 2013

International Academic Programs (IAP), a unit in the Division of International Studies, is accepting applications from faculty who wish to serve as Resident Director in the UW-Madison Paris Program for spring semester 2013. Please circulate this announcement among your faculty and encourage those interested to apply.

Applications are due February 1, 2012

In collaboration, the University of Wisconsin-Madison and the University of Wisconsin-Milwaukee sponsor a spring semester program in Paris, France. Approximately 20-30 students enroll during the term. Participants take courses at the Institut Catholique de Paris and customized courses designed from the program. The ACCENT Paris Center assists the program with various administrative aspects in Paris (http://www.accentintl.com/paris/). The University of Wisconsin-Madison serves as the lead institution for the program.

The two institutions provide a Resident Director (RD) on a rotating basis and 2013 is Madison's opportunity to propose a director. Important requirements for this position include fluency in the French language, research or related experiences in France or in a Francophone country, a demonstrated interest in international education, and the ability to work effectively with undergraduate students.

The RD will serve on-site for approximately five months from early February to early June as the academic advisor and general counselor to participating students. During the program, the RD teaches a course for program participants. The RD also: 1) helps students select and adjust to courses offered at the Institut Catholique de Paris, 2) provides students with guidance throughout the program and while they prepare for their final exams, 3) communicates regularly with the home campuses informally and through formal program reports, 4) attends orientations and program activities for the students organized by ACCENT, the local coordinating office in Paris, 5) assist in cases of emergency or non-academic student difficulties; and 6) administers a small budget used for group activities with the students and administrative expenses.

The RD remains on his/her department's budget while in service, receiving regular academic salary and fringe benefits. Preference is given to tenured faculty. Because replacement costs are not provided, the department must concur in granting the director leave during the term of service.
In addition, International Academic Programs at UW-Madison on behalf of the program consortium will provide the following:

- A faculty housing and living allowance of a maximum of $2815/month for 5 months to offset the cost of housing and utilities in Paris for the duration of the program;
- A round-trip, economy-class airfare and associated ground transportation costs for the resident director between your home and Paris for the program duration;
- A $500 shipping allowance, which can include the forwarding of business mail and/or excess baggage charges;
- Visa expenses up to $150;
- Funds for supplies and program-related or student-related expenses; and
- CISI supplemental health insurance coverage for the duration of the program.

Interested faculty should send a brief letter of interest, a curriculum vitae, and two course proposals (one or two paragraphs for each will suffice) to Julie Z Lindsey, IAP Interim Managing Director, by email to jzlindsey@studyabroad.wisc.edu.

Please email or call Julie Lindsey at (608) 265-6329 or jzlindsey@studyabroad.wisc.edu if you have questions.