We are delighted that you are interested in teaching in a quarter-length program at one of the BOSP locations. Please review these guidelines before submitting your application.

You will be asked to upload:
- your course proposal;
- an abbreviated CV (maximum 8 pages); and
- quantitative course evaluation summaries for two recent courses.

When you are ready to apply, please view the application form here: https://web.stanford.edu/dept/bosp/webforms/facultyinresidenceapp2021.fb

Applications are due: Friday, February 15, 2019

For more information: http://undergrad.stanford.edu/programs/bosp/teach/faculty-residence

BOSP Administrative Coordinator: Sue Mathai
Tel: (650) 725-0230  Email: smathai@stanford.edu

Programs and Quarters available in 2020-2021:

- Summer Quarter: Cape Town, Santiago

If you wish to apply for more than one center, up to a maximum of two, please submit a separate application form and a site-specific course proposal for each location and clearly indicate your order of preference.

Joint applications to co-teach one jointly-taught course and independent study topics will be considered.
Your Course Proposal

The heart of your application is your course proposal (1-2 pages). Please tell us what, why, and how you wish to teach abroad. In addition to describing your actual course ideas, let us know what you hope to contribute to the program, and what you hope to gain from participating in this program.

Your proposal should include 1) one regular course and 2) one offering of independent study topics. If you have an additional course you would like to propose as an alternate, please include that as well. (Sometimes an alternate course can be helpful in balancing the curriculum at a particular location.)

Please provide an overview of the course you propose to teach. Include a detailed course description and point out the relevance of the class to the program location. What ideas do you have to enhance the interactions of students with the local city or region? Do you envision special activities tied to your courses? What are the learning objectives for your course and would it be a good candidate for one of the Ways requirements? Are you making use of specific local resources, such as visits to archaeological or historical sites, museums, or laboratories?

For your second offering, please propose independent study projects on a short list of topics. This initial list can be refined and revised once the decision about your overseas appointment is made. With the help of the center director, we can provide you with some local resources to better plan for independent study projects.

If you are part of a joint application, each should submit a separate application, but the one course you plan to teach must be the same, jointly-taught course.

Course Design

You do not need to be an expert about a particular location, but you should propose a course that is relevant to the overseas location or is comparative and refers to the location as a primary example. Courses can be taught in traditional ways, as you might do on campus, or using a combination of traditional class work and site visits or field trips. Faculty should incorporate location-specific elements in their overseas classes – either by developing new course ideas, or by adapting an existing course to the site. When proposing a course, keep in mind that you may have as few as two and as many as 40 students in the class, depending on number of students at your location. Classes are most successful if they appeal to a broad group of majors, and are suitable for sophomores, juniors, and seniors.

Faculty who have taught abroad in the past observe that the demands on students’ time can be much higher overseas than at Stanford. You can help students manage their time more effectively by scheduling relatively frequent benchmarks of performance (short papers, in-class reports, etc.) rather than requiring all written or evaluated work at the end of the quarter. Final exams are usually scheduled during the center’s defined examination period.
Responsibilities

Faculty apply to teach for a single quarter overseas. Teaching abroad substitutes for home-campus teaching; it is not considered a leave of absence or sabbatical. If you are selected, you will need to obtain the approval of both your department chair and your cognizant dean since your department continues to pay your salary.

Academic Calendar

The calendar abroad generally follows the Stanford calendar with the same number of instructional days, but the start and end dates may vary by location. Program calendars for the current year are available on the BOSP web site at [http://bosp.stanford.edu](http://bosp.stanford.edu). Select a Program under the “Explore” tab, then click on “About the Program” and select the “Key Dates” link. Local holidays are observed; U.S. holidays are not typically observed.

Logistical Support

To make your stay both pleasant and productive, BOSP offers the following support:

- Fully-furnished accommodations in the vicinity of the center. Please be aware that pets cannot be accommodated. Please also be aware that these arrangements match local standards and include appliances common to each country.

- Economy class airfare for you, your spouse or partner, and dependent family members who live with you; reimbursement of ground transportation expenses to and from airports; reimbursement of your visa costs, if a visa is required. Per IRS regulations, reimbursement of travel costs for family members is considered taxable compensation to you.

- Shipping allowance for your scholarly materials and personal belongings to and from the center, not to exceed $1,000 total, paid against receipts.

- Use of a computer and printer; in most centers these are Apple products.

- Administrative support services directly related to your teaching (syllabi, reading lists, bibliographies, limited photocopying) can be accommodated by the staff at the centers, though you are urged to handle as many of those matters as possible before you leave Stanford. (Please see additional information on “Course Materials” below.) Requests for course-related services overseas should be made with as much advance notice as possible to allow the staff to work them into their regular responsibilities. The Center Director will resolve any problems of priority in completing work. The Center staff is unable to assist you with any requests of a personal nature or academic matters not related to your teaching assignment.

- Participation for you and your family in the center-organized cultural events and fieldtrips. Faculty-in-Residence are expected to be fully engaged with students both in and outside the classroom and in program activities.

Please understand that we may be unable to honor all requests for specific needs or accommodations.
Next Steps

If you are appointed…

1. **Approvals for your teaching.** You must obtain the approval of your department chair and your cognizant dean to teach overseas. Instructions and due date will be in the appointment letter.

2. **Course Description Form.** BOSP will ask you to complete Course Description Forms in order to facilitate curriculum planning for the local director. You will need to include all of the following information: title, number of units, grading basis, short paragraph description, and anticipated course requirements.

3. If you design your course to include site visits and field trips you should contact the Director of your Center as soon as possible after we have confirmed your teaching assignment at that location and no later than two quarters in advance of your quarter overseas. You will need to work closely and collaboratively with the Director and staff to ensure that your plans/proposal can be accommodated by the center budget and that you are able to make connections with local resources so that everything goes as smoothly as possible.

4. **Syllabus.** A draft syllabus for your course will be due mid-September 2019. Lists of required and recommended texts should be submitted six (6) months prior to your teaching quarter and master copies of any course readers three (3) months prior.

5. **Orientation.**
   a. **For Faculty:** In Winter Quarter of the year prior to the academic year in which you will teach, BOSP will hold a required orientation meeting for all Faculty-in-Residence. This meeting will cover topics such as travel and reimbursement, health insurance, visas, academic requirements and expectations of Faculty in Residence.

   b. **For Students:** During the quarter prior to your teaching quarter, you are expected to participate in an academic orientation meeting for students who will be overseas with you.