

## UC San Diego Global Seminars Request for Faculty Proposals for Summer 2020

We invite faculty to submit proposals to teach a UC San Diego Global Seminar for summer session I or II, 2020. Many of our returning faculty report that teaching abroad through the Global Seminars program has been one of their most rewarding experiences at UCSD. Global Seminars are faculty-led study abroad programs that began in summer 2008. We look forward to offering a compelling range of seminars for summer 2020. Planning and preparations for the coming year begin now because it takes a substantial amount of time to develop a Global Seminar. In selecting faculty proposals, academic rigor, effective use of the location in the courses, diversity of academic scope and geographic location are important factors. Participation by each college and by a broad range of disciplines is essential to providing courses that appeal to a wide variety of students.

### Who May Teach a Global Seminar?

According to Academic Senate policy, voting members of the UC San Diego Academic Senate are eligible. This includes ladder rank faculty, LSOE, LPSOE. In 2017, the EPC also approved Continuing Unit 18 Lecturers with 18 or more quarters of successful teaching at UC San Diego to teach Global Seminars.

Emeriti faculty are also welcome to teach Global Seminars. Please note that if you are planning to retire, please consult with the Dean of Undergraduate Education and your MSO to be sure that your retirement date will not interfere with the laws regarding UC San Diego's ability to recall a retired faculty member to teach. Because of the complexity of these laws and policies, emeriti faculty who are new to the Global Seminar must receive written permission from Associate Chancellor for Academic Affairs before applying to teach a Global Seminar. This is to make sure that you are eligible under the prevailing laws and policies.

### What Are Global Seminars?

UC San Diego Global Seminars are specialized international teaching opportunities. Faculty will teach and grade two courses totaling eight units during five weeks. These courses can be lower or upper division. They may be modified versions of existing courses or entirely new courses. Class size will range between 15 to 28 students depending on pedagogical factors as well as student demand. Courses will generally be taught in English, but the potential exists for courses to be taught in other languages. CEP will review all courses for academic rigor and effective integration of the host country into the course curriculum.

In order to insure effective on-site support, we will use high quality study abroad program providers with an established track record for all logistics, such as arranging for classrooms, excursions, local transportation, housing, and events. Our providers are responsible for health and safety support, including an in-country orientation, ongoing monitoring of local security issues, support in the event of a faculty health emergency, assistance with evacuation in the event of a natural disaster or terrorist attack, and coordination with insurance companies, local physicians, hospitals as well as family members in the event of a student medical emergency. Faculty will partner with our providers in case of an emergency, but the UC San Diego model allows you to get back to the classroom as quickly as possible. All of this allows faculty to focus more time on teaching than other models for faculty-led

programs, in which faculty make all the logistical arrangements and have sole responsibility for in-country emergencies.

### **Where can I teach a Global Seminar?**

Global Seminars can be offered on six continents. For summer 2020, the proposal review committee welcomes proposals not only in highly popular Western European locations, but also in diverse locations such as Africa, Asia, Australia and South America. However, we can only support programs in certain locations where we have a local study abroad partner to handle logistics, and where the local security situation is stable. A list of site locations is attached at the end of this packet.

### **How do I apply to teach a Global Seminar and what are my responsibilities?**

To apply, faculty must submit a detailed program proposal with all forms and syllabi (preferred) or course descriptions. Proposals are **due on April 15, 2019**. This proposal must be sent in electronic format to Jim Galvin (jgalvin@ucsd.edu). Label your document as follows: (Your last name, GS 2020). Include all the following as electronic attachments:

1. Cover letter
2. Both course syllabi (preferred) or course descriptions
3. List of excursions
4. Course Information Form
5. Departmental or College Approval Form
6. Faculty Information Form
7. Your CV

The Global Seminars selection committee will review proposals in early May and will notify faculty of their status shortly thereafter. Submission of an application does not guarantee acceptance. Faculty who are selected will receive a memorandum of understanding (MOU) and a calendar of responsibilities (see attached). The MOU must be signed and returned to Jim Galvin within one week. This confirms your commitment to teach the Global Seminar and to adhere to UC policies. After faculty proposals have been selected, they will be submitted to study abroad providers for a competitive bidding process to maximize quality services at affordable prices. During this time and after a provider is selected, faculty will be expected to participate in the process of finalizing the program itinerary in light of budget constraints. Faculty who apply for the Global Seminar program must be willing and able to promptly submit revisions during the summer because we must have the program itinerary, prices, website, and printed promotional materials finalized by the beginning of fall quarter so that we can immediately begin outreach to students. The Global Seminars team will work with you to select excursions that expand the classroom into the city and country, while balancing the need to keep programs affordable for students. Once the program excursions, logistics, and budget have been finalized by September 1, 2019, faculty will begin the fall by actively publicizing their program and recruiting students at UCSD as well as other UC's and non-UC schools. We require a course syllabus for each course by the middle of September. This is essential for recruiting students.

Recruiting students requires a substantial time commitment from faculty during Fall and Winter quarters. For this reason we are unable to accept first time applications from faculty who will be on sabbatical during Fall or Winter quarter(s). Faculty will hold multiple information sessions, send out multiple targeted e-mails to students, make many class announcements, contact colleagues at other universities to recruit students, and make a brief video with Jim Galvin highlighting your program for the Global Seminars web site. Participation in faculty workshops and student orientations during Fall 2018, Winter 2019, and Spring 2019 is required. The workshops will cover outreach and marketing, risk management, teaching abroad, and logistics.

After attending the mandatory faculty workshops, faculty will understand and be able to implement the risk management plan, code of conduct (including, but not limited to UC policy on alcohol & drug use, and academic dishonesty), and sexual harassment policies. Because of the small class size of 15-28 students, we expect that faculty will teach both courses, grade all assignments themselves, maintain academic quality of the program, submit all financial documents for reimbursement, collect program evaluations, and post academic grades conforming to University guidelines. There is no funding for TA support. Faculty must obtain the approval of their department chair and comply with any and all departmental and or unit course approval procedures in order to teach UC San Diego Global Seminar courses. The approval document is in this packet.

### **What is the Faculty Compensation?**

The generous compensation package approved by Academic Affairs for teaching the Global Seminar (GS) includes a base salary for teaching and grading both courses (8 units). We anticipate that the salary will be the same as in the past year, \$15,000. This is based on enrollment of 15-28 students. However you may not exceed UCSD summer salary limits. Compensation also includes, in addition to the salary, a generous package of benefits worth thousands of dollars, including round-trip coach airfare from San Diego, housing, entrance fees for course-related excursion sites, a meals & incidentals per diem derived from a formula based on the State Department M&I rate and set by Global Education, funds for guest lectures, local transportation, and UC international health insurance. In addition, there is a \$500 educational contingency fund. Faculty salary and compensation is highly competitive with other UC faculty-led programs. Please note that compensation is contingent on the UC budget and may be subject to change.

### **What are the Compensation Policies and Limits for UCSD-based Instructors?**

**It is the responsibility of each Global Seminar instructor to understand their pay and benefits. Consult with your MSO, Summer Session, and Academic Personnel before submitting a proposal.**

**Faculty and Provosts are under different policies regarding salary and compensation for a Global Seminar. Some faculty have appointments that limit or forbid summer compensation. Consult Academic Personnel and Summer Session before submitting an application.**

**Retired Faculty may have their salary paid out over several months to comply with UC policies. Consult Summer Session for more details.**

For further information about compensation and eligibility to teach a Global Seminar, you may contact Summer Session.

Becky Arce, Director of Summer Session: [barce@ucsd.edu](mailto:barce@ucsd.edu)

Lisa Bargabus, Business Affairs Analyst: [lbargabus@ucsd.edu](mailto:lbargabus@ucsd.edu)

### **For Faculty:**

University of California faculty members are limited to a maximum of three-ninths of their nine-month salary for all activities engaged in during the three-month summer period. It is the faculty members' responsibility to ensure that their research, summer teaching and other forms of support (faculty fellowships, etc.) do not exceed the limit. Maximum compensation allowed for teaching Summer Session is 33% of an instructor's nine-month academic year salary. Please note that these policies are subject to change, so consult your MSO.

Taxes: The tax rate for compensation during summer depends on appointment type.

- Summer Session faculty with a concurrent fiscal-year appointment will be taxed based on W-4 allowances.
- Summer Session faculty with a 9/12 appointment are subject to supplemental wage taxes and are taxed at a flat rate of 25% for federal and 6% for state.

Benefits: In general, most faculty members are not eligible for additional benefits during summer. Benefits are based on an eligible appointment or hours worked. Summer Session appointments are not considered benefits eligible appointments. The hours worked during Summer Session do not contribute towards the hours required to maintain benefits eligibility. Faculty with a regular, ongoing benefits eligible appointment will continue to receive benefits during the summer. However, faculty and lecturers with regular appointments that end on June 30th will not receive benefits for their Summer Session appointment. COBRA and the benefits bridge are available as options to continue benefits. For more information on benefit eligibility, please contact the benefits representative assigned to your vice chancellor area. For a complete list of benefits representatives, visit <http://blink.ucsd.edu/HR/benefits/managing/reps.html>.

### **For Provosts:**

It is essential to consult with your MSO, Summer Session, and Academic Personnel before applying to teach a Global Seminar because the compensation policies are substantially different than for other faculty. Your salary may be capped lower than \$15,000 and you may be required to use a substantial number of vacation days.

[http://www.ucop.edu/academic-personnel-programs/\\_files/apm/apm-246.pdf](http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-246.pdf)

A Faculty Administrator is compensated for administrative service. Types of additional University compensation include, but are not limited to, the following circumstances: (1) Summer Research. Faculty Administrators may receive up to 1/12th payment for summer research based on their annual salary. In such instances, accrued vacation will be used in proportion to the research days worked.

The formula for determining vacation charges is partly based on the total number of working hours in the month the payment is made as well as how much of a payment is being received compared to the admin monthly salary rate. For example, there are 21 working days totaling 168 hours in July 2017. If a Provost receives a payment of X that is 100% of his admin rate so the full months hours (168) would need to be charged to vacation.

### **Special situations:**

If you are planning to teach in both summer sessions, please include the details in your proposal, including the terms and specific courses.

If you wish to bring family members, you must pay all costs associated with them, including excursions and entrance fees, and they must not disrupt your teaching. The study abroad provider must approve their participation in any course-related excursion. Please indicate if somebody will accompany you.

UC rules state that faculty who plan to retire are not allowed to retire right before the beginning of the summer they would teach the Global Seminar. Instead, please teach the Global Seminar and then set your formal retirement date for after the conclusion of summer. Consult with the Dean of Undergraduate Education, Summer Session, and your MSO before submitting an application to teach a Global Seminar to confirm that your plans will follow UC policies and procedures as well as applicable laws.

Emeriti faculty are welcome to teach Global Seminars. Again, please consult with The Dean of undergraduate education, Summer Session, and your MSO before submitting an application to teach a Global Seminar.

### **How do I learn more about Global Seminars?**

Interested faculty are invited to learn more about Global Seminars from the program Director Jim Galvin and faculty members who have taught a Global Seminar in the past. To learn more about Global Seminars form a GS faculty member and the program director, please attend an information session:

Information sessions about these faculty-led Global Seminar programs will be held on **Tuesday, February 20 at 4:00-5:00 and Monday, February 26 from 4:00-5:00 in the Study Abroad, UC San Diego's office, which is located in Building 409, suite 120.** Please come to the front desk. We will meet in the conference room, which is located next to the front desk. Building 409 is a one story wooden building located on Matthews Quad, just south of the Price Center.

If you cannot attend this session, please contact Jim Galvin at: [jgalvin@ucsd.edu](mailto:jgalvin@ucsd.edu) or (858) 534-7857. He can also connect you with former GS faculty. Questions are always welcome.

A copy of the Global Seminar Faculty Handbook, which outlines policies and procedures that faculty must uphold, is available on our website: <http://studyabroad.ucsd.edu/faculty/index.html>

## Timeline for 2019-2020

### 2019

Winter Quarter	Requests for proposals are sent to the faculty
February	Global Seminars information session for prospective faculty
April 15	Deadline for submission of proposals
Mid May	Selection committee will notify faculty about the status of their proposal. Once proposals are accepted, faculty must sign the MOU and return it to Jim Galvin.
Late May	Global Seminar team will submit proposals for competitive bidding by study abroad providers. Faculty will assist Jim Galvin and the providers as they prepare bids.
July 15-Aug 1	Study Abroad Provider bids are due to Global Seminar team
September 1	Deadline for faculty and providers to finalize program itinerary and costs.
Early fall	Faculty must submit courses for departmental approval. College or Dept. must submit course approval to the Academic Senate. Academic Senate course approval committee reviews faculty course syllabi.

Faculty must direct their departmental/college staff to submit course approvals to the senate no later than October.

September 1	Providers are selected, faculty must revise syllabi in light of Academic Senate comments
September 10	Faculty syllabi and course approval forms are due to Academic Senate
Fall quarter	Outreach and promotion by faculty and Global Seminar team
Late October	Rolling admission begins

### 2020

Winter quarter	Outreach and promotion by faculty and GS team continues
March/April	Global Seminar program-specific orientation for students
Late April	General pre-departure orientation for all students
June 29	Summer Session I Global instruction begins
July 31	Summer Session I Global instruction ends
August 3	Summer Session II Global Seminars instruction begins
September 4	Summer Session II Global Seminars instruction ends

## General Course Description

On a separate electronic Word document, please describe the following elements of the proposed UC San Diego Global Seminar courses you would like to teach. (Maximum 3-4 pages per course.)

1. Course descriptions or syllabi (preferred). Note that the Academic Senate does not allow 199 courses in the GS program. Topics courses are discouraged because of logistical challenges.
2. How academic content relates to chosen location and how the site will be utilized in course.
3. Preliminary list of program excursions and cultural visits. Rank in order of importance. As a guideline, many Global Seminars have 1 overnight excursion, a 1-3 day excursion, and multiple excursions in the host city. You have flexibility here, but within reasonable budgetary constraints. Revisions may be needed in consultation with Jim Galvin and the study abroad provider. Excursions must directly relate to the course material and be academic in their focus.
4. Instructors' international experience (teaching, research, travel etc.), group leadership, and language skills relevant to the chosen site. Please include your CV.
5. Detail how you will assess student performance in the class (e.g., readings, group projects, exams, presentations, papers, journaling).
6. Do the courses you are proposing to teach have pre-requisites? If so, please list them.
7. We follow the standard UCSD procedure for course approvals. Please indicate if your department or unit has special course approval processes and timeline. You will be responsible for identifying these and notifying the Global Seminar team in writing in this proposal.
8. Clearly indicate the summer session for your seminar. Choose either Summer Session I (July 1—August 3) or Summer Session II (August 4-September 7). If a cultural activity or other event occurs which may require a different summer timeline, please indicate this. Note however that you must maintain the five week length of the program. There can be no guarantee that we can accommodate a specific time line given in-country circumstances.
9. Students are expected to have 120 hours of work for EACH five-week course. Of this, 30-40 hours (6-8 hours per week) must be direct contact hours for each course. Excursions are counted as follows: two hours of excursion are equivalent to one hour of classroom instruction. Please be sure to incorporate this into your planning. If applicable, please note labs, performances, and field work in addition to lecture and excursions.
10. List the anticipated weekly class schedule, e.g., Monday-Thursday 9:00 a.m.- 1:00 p.m.
11. Not all facilities overseas are equipped to the same standards as UCSD. We ask that faculty members be flexible in their use of technology and labs. Please have alternatives in mind. Also, not all sites provide access to extensive library facilities in English; so consider how you would bring course materials for students. This might include a CD or thumb drive with articles, a web site, or a photocopy packet. Reliable high-speed internet is not available in many locations. List any other equipment or resources needed for your course. These may not be available at every site.
12. If you are aware of departmental or other scholarship resources for students who will enroll in the Global Seminar, please include them. Be sure to list the amounts of the scholarship.

## Locations for Summer 2020

### Please Note:

- All locations are subject to change based on the geopolitical and security situation in the country, as well as availability of a local study abroad partner to handle logistics.
- Not all locations listed here may prove feasible during the program development process. This is due to unforeseen issues including but not limited to security, availability of housing and classrooms, high costs, and other logistical issues.
- Contact Jim Galvin if you have any questions: [jgalvin@ucsd.edu](mailto:jgalvin@ucsd.edu)

**Argentina:** Buenos Aires, Mendoza

**Australia:** Brisbane, Gold Coast, Gold Coast, Melbourne, Newcastle, Perth, Sydney

**Austria:** Vienna and Salzburg

**Bahamas:** Please contact us to find out which sites might be available

**Belgium:** Brussels

**Bhutan:** Thimphu

**Bolivia:** Cochabamba

**Brazil:** Florianopolis, Sao Paulo

**Cambodia:** Please contact us to find out which sites might be available

**Canada:** Please contact us to find out which sites might be available

**Chile:** Santiago, Valparaiso, Vina del Mar

**China:** Shanghai, Kunming

**Colombia:** Barranquilla

**Costa Rica:** Heredia, San José, San Joaquín de Flores, Santa Cruz

**Croatia:** Dubrovnik

**Cuba:** Havana, Santa Clara

**Czech Republic:** Prague and Ostrava

**Denmark:** Copenhagen

**Dominican Republic:** Santiago

**Ecuador:** Quito, Cuenca

**England:** London, Brighton, Cambridge, Harlaxton, Leeds, Oxford, Reading

**Estonia:** Please contact us to find out which sites might be available

**Fiji:** Suva

**Finland:** Please contact us to find out which sites might be available

**France:** Paris, Aix-en-Provence, Caen, French Alps, Grenoble, Nice, Strasbourg,

**Germany:** Berlin, Dresden, Freiburg, Leipzig, Munich, Frankfurt, Heidelberg, Marburg, Stuttgart, Weimar

**Ghana:** Accra

**Greece:** Athens

**Hungary:** Budapest

**Iceland:** Reykjavik

**India:** Delhi, Jaipur, Pune

**Indonesia:** Bali

**Ireland:** Dublin, Cork, Galway, Limerick

**Israel:** Jerusalem, Tel Aviv

**Italy:** Florence, Milan, Parma, Rome, Florence, Siena Taormina, Tuscania

**Japan:** Tokyo, Kyoto

**Jordan:** Amman



**Kenya:** Kisumu  
**Madagascar:** Antalaha, Antananarivo  
**Malawi:** Lilongwe  
**Malaysia:** Please contact us to find out which sites might be available  
**Martinique:** Please contact us to find out which sites might be available  
**Mexico:** Merida, Mexico City, Oaxaca, Queretaro  
**Mongolia:** Ulaanbaatar  
**Morocco:** Meknes, Rabat  
**Nepal:** Kathmandu  
**Netherlands:** Amsterdam  
**New Zealand:** Auckland, Christchurch, Dunedin, Wellington  
**Northern Ireland:** Belfast  
**Norway:** Please contact us to find out which sites might be available  
**Panama:** Panama City  
**Peru:** Cusco, Lima  
**Poland:** Warsaw and Krakow  
**Portugal:** Lisbon  
**Rwanda:** Kigali  
**Scotland:** Edinburgh, Glasgow, Stirling, St. Andrews  
**Senegal:** Dakar  
**Singapore:** Please contact us to find out which sites might be available  
**South Africa:** Cape Town, Durban  
**South Korea:** Busan, Seoul  
**Spain:** Alicante, Barcelona, Bilbao, Cadiz, Granada, Madrid, Madrid and Barcelona, Malaga, Salamanca, Santander, Sevilla, Seville, Valencia  
**Sri Lanka:** Kandy  
**Sweden:** Stockholm  
**Switzerland:** Bern, Geneva, Lucerne, Zurich  
**Thailand:** Bangkok  
**Tunisia:** Tunis  
**UAE:** Sharjah  
**Uganda:** Gulu, Kampala  
**Vietnam:** Hanoi, Ho Chi Minh City

(Updated 02/04/2019)