New Proposed W&M Summer Program in St Andrews
Summer 2020

Estimated dates (subject to change): July 11-August 8, 2020

This call for applications is made in anticipation of a new program at the University of St Andrews. Final details are anticipated to be available in November 2019.

**Size of Program:** estimated 25 students

In light of COLL300, programs are designed to be accessible to as many eligible students as possible. Group size is determined based on an overseas partner’s ability to accommodate and support groups.

**Host Institution:** University of St Andrews, Scotland

**Overview of Program**

One W&M faculty member serves as program director (PD) and teaches a 3-credit course during the study abroad program as well as a 1-credit preparatory course in spring 2020.

Onsite courses and credits: Students earn 6 credits, taking the Director’s course and one 3-credit course taught by local faculty. Students receive W&M grades and credits for these courses; courses may not be taken pass-fail.

Housing: Students are housed in University of St Andrews student residences.

Excursions/Activities: there will be excursions connected to the locally taught course, including one overnight excursions, field site visits, as well as a visit to Edinburgh.

**W&M-taught Courses in Previous Years**

n/a

**Available Course from Host Institution**

The University of St Andrews is preparing a course titled “‘Scotland’s Evolving Landscape” taught by the St Andrews School of Geography & Sustainable Development.
Qualifications for Program Directors

William & Mary, including ISAC, values diversity and invites applications from underrepresented groups who will enrich the research, teaching and service missions of the university. William & Mary is an Equal Opportunity/Affirmative Action employer and encourages applications from women, minorities, protected veterans, and individuals with disabilities.

Faculty members who expect to continue teaching at William and Mary in 2020-21 are eligible to apply, and will need be available on campus during fall 2019 and spring 2020 to work closely with Global Education Office (GEO) staff on program preparation, and to participate in the fall study abroad fair and fall/spring information sessions, summer program open house, and orientation sessions, and recruiting events. In addition, Summer 2020 Program Directors will need to be on campus in fall 2020 to meet with the future Program Director and participate in recruiting events.

Because the position of Program Director represents a full-time commitment, faculty members selected as PDs may not undertake any other teaching assignment, additional onsite student research projects, or research appointment during the time the program is in session.

Required: site-specific course. Courses must be linked to the local or regional setting of the program, but are not generally restricted to any given discipline.

Preferred: in-country or regional experience.

Preferred: experience in overseas studies program direction/administration/site review.

Preferred: research/teaching interests relevant to the program.

W&M Faculty Compensation

Program Direction:

Program director compensation covers preparatory work, on-site program direction, and post-program duties. (Salaries are calculated based on the duration of the on-site program—from the day students arrive through on-site student housing move-out).

Meal supplement and housing are provided for an additional 2 days on request.

PD salary for 4-week program: $4,250 Depending on exact program dates, this figure is subject to change. For all programs with 31+ students, faculty directors receive an additional $100 per student beyond 30.

Instruction of 3-credit course (in accordance with W&M A&S’ on-campus summer 2020 teaching pay scale—TBD); 2019 pay scale:

1-7 students, $800 per student
8-15 students, $200 per student, plus prior 1 – 7 amount
16+ students, $100 per student, plus prior amounts (1-7, 8-15)

Instruction of 1-credit course (in accordance with W&M A&S’ on-campus summer 2020 teaching pay scale—TBD); 2019 pay scale:

1-7 students, $200 per student
8-15 students, $100 per student, plus prior 1 – 7 amount
16+ students, $50 per student, plus prior amounts (1-7, 8-15)

All monetary amounts are subject to change. The quoted rates are based on estimated 2020 expenses.

In-college faculty housing separate from student accommodations is arranged by the University of St Andrews. Housing costs for spouse/dependents/guests that incur any additional charges will be the direct responsibility of the Program Director.

Airfare: lowest economy-class direct flight available for purchase before the end of March 2020.

Meal supplement: One-third of the US State Department’s M+IE per diem. For specifics, please see the US State Department’s Office of Allowances website at https://aoprals.state.gov/web920/per_diem.asp.

Virginia state regulations require family members who accompany you to St Andrews or on any of the group activities to make their own arrangements and cover their own expenses. In addition, due to the full-time commitment of the program director to the program, including handling emergencies at all hours, it is expected that 24/7 care for dependents and family members by someone other than the PD be arranged by the PD at his/her own cost.

W&M Program Director Role and Duties

Following is a general overview of the PD’s duties:

- Promote programs and recruit and select students.
- Teach a 1-credit preparatory course in spring 2020.
- Maintain contact with providers in the host country.
- Assist students with the visa application process.
- Review and complete responsibilities as outlined in the program director handbook.
- Serve as primary program contact with the Global Education Office.
- Work with GEO staff to make all group reservations (for group travel, meals, activities not arranged by host institution).
- Determine budget and courses in conjunction with GEO staff.
- Collaborate with the GEO staff to coordinate, organize and/or plan excursions.
While on site, teach, care for students, and administer the program logistics and finances.

- Oversee the teaching activities of local faculty.
- Ensure that courses are site-specific, explicitly linked to the local or regional setting of the program in line with COLL300 expectations.
- Remain in residence and available for the length of the program; it is expected that the Director will accompany students on their group excursions and that, with the exception of these excursions, s/he will be in residence at the program location for the entire duration of the program, including weekends.
- Provide financial oversight including tracking receipts that will be submitted upon return.
- Submit to the Global Education Office (GEO) and International Studies Advisory Committee (ISAC) a thorough report on the summer program (template will be provided).
- Complete responsibilities in order to satisfy COLL300 requirements.

Detailed information regarding the PD’s duties is available in the *W&M Faculty-Led Summer Programs Director’s Manual*, which may be obtained from the GEO.

### Application Deadline and Requirements

Applications must be submitted online by 11:59pm on Monday, October 21, 2019. Details can be found at [http://www.wm.edu/offices/revescenter/studyabroad/faculty/summerprograms/index.php](http://www.wm.edu/offices/revescenter/studyabroad/faculty/summerprograms/index.php)

### Program Director Selection Process

PD selections will be announced in late October/early November 2019.

The ISAC evaluates all proposals and selects program directors.

Program directors will be selected based on the following criteria: overall quality of course proposal; site-specific nature of course; synergy with other courses offered; expertise of the candidate.

There is no preference for candidates who have recently directed or participated in this or other W&M faculty-led programs.

The ISAC will consider feedback from the Reves Center with regard to applicants who have directed prior W&M summer programs.

In addition, given the distinct responsibilities of the Program Director position, university administrators may contact appropriate offices (Provost, Dean, Title IX Coordinator) for information relating to the applicant. The applicant will be given the opportunity to respond to or explain any negative information thus obtained.
For more information, further details are provided in the *W&M Faculty-Led Summer Programs Director’s Manual* available upon request. You may also contact Sylvia Mitterndorfer, Director of Global Education, at smmott@wm.edu.