



HARLAXTON COLLEGE

The British Campus of the
UNIVERSITY OF EVANSVILLE

3 February 2009

To: Harlaxton Partner Colleges and Universities
RE: Nominations for Visiting Faculty at Harlaxton College—Fall 2010 and Spring 2011

At this year's annual Harlaxton conference of partner colleges and universities, we will attempt to finalize the teaching staff for the 2010-2011 academic year. We request nominations (a first choice and a back-up candidate) before the conference (**by 1 April 2009**) so that Dr. Gordon Kingsley, Principal of Harlaxton College, has time to anticipate possible conflicts or log jams. It is our hope that we can devote most of the conference (**Tuesday 23 June through Thursday 25 June 2009**) to publicity and recruitment approaches, curricular planning, communication within the members institutions, ways of strengthening our relationship, and means of enhancing the Harlaxton experience. Dr. Kingsley will be providing details about the conference at a later date.

We typically have eight visiting American professors each semester at Harlaxton, and as you will remember some partners send faculty once per semester, some once per year, some in alternate years, and some not at all. The puzzle is complex! In order to work out the kinks before we meet, Dr. Kingsley will sort through the materials that I forward to him and seek to resolve possible conflicts and perhaps have individual discussions before we meet in June. Please remember that we **nominate** faculty in this preliminary stage; at the June meeting we should be able to confirm appointments. Maximum flexibility will be much appreciated! We typically expect to receive 10 semester students over the course of the academic year in order to confirm a teaching slot but also understand the need for flexibility in the start-up phase of the partnership.

If you plan to nominate candidates, please work with your campus faculty and academic administration to identify nominees **by April 1st**. Here's what I need to receive from you for each nominee (electronic submissions only, please, to Earl Kirk at ek43@evansville.edu):

1. a completed application form for each nominee (attached). This form will ask for:
 - a list of four (4) or five (5) University of Evansville courses that the candidate can teach

- the preferred semester of teaching at Harlaxton (Fall 2010 or Spring 2011 or either)
- an indication of whether the nominees would be bringing a spouse and/or children (date of birth, gender, and current school grade level of the children—so that we can anticipate housing needs)

2. In addition we will need an up-to-date resume or cv and your ranking of the nominees (as your primary or secondary candidate)

Given the size of the student body at Harlaxton, we generally need to avoid duplication of faculty within a discipline in any given semester. With that in mind, please remember that the permanent British faculty includes a person each in History and Literature. We also have a part-time Political Scientist. Duplication isn't really a problem in English or Political Science; it can probably work in History if you recruit a sizable number of students.

The University of Evansville plans to send three faculty members in the fall and three in the spring semester of 2010-2011, so once again, it would be good to avoid duplication, please. Here are their disciplines:

- **Fall 2010:**
 - Communication (Interpersonal)
 - Engineering
 - Nursing
- **Spring 2011:**
 - Biology
 - Political Science
 - Psychology

What sort of courses are we looking for? We'd like a blend of lower-level general education courses and mid-level and upper-level courses that "majors" would be likely to take. We offer a few special topics courses each term, especially if they take into account the British context of the Harlaxton experience. If a special topics class is proposed, I must have a one-paragraph catalog-style course description with the nomination materials. And, of course, we are looking for coursework that will reinforce connections with British Studies and experiential learning.

A few reminders about who is responsible for paying what: Harlaxton covers the cost of a work permit for full-time teaching faculty and supplies housing and meals at no cost to the faculty and spouse. If other dependents are involved, the faculty member is responsible for the cost of their meals. Harlaxton also provides free airport pick-up in London at the start of the semester so long as the faculty member arrives by the specified time on the specified date. The home institution continues to pay salary and benefits for the faculty member and pays for his or her airfare to the UK. Applicants should check with the home institution to see if other expenses are covered. The faculty member and

family members are responsible for the cost of visas and fees that apply at Harlaxton—currently including the health and wellness fee and a modest shuttle fee.

Thanks for your help in sending me your nominees with the information mentioned above (all as email attachments, please) by **April 1st**. As always, we appreciate the efforts you make on behalf of Harlaxton and its students.

Thanks!

Earl D. Kirk
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