**Faculty Exchange AY2019**

**Application Guidelines**

May 2018

International Office, International Affairs Division

The International Office will accept applications for faculty exchange in the 2019 Academic Year based on the following guidelines.

1. **Program Details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Partner Institutions | Number of Participants/ Length of Exchange | Start/End of Exchange Period | Expenses Allowance | | Lodging | Notes |
| Responsibility of Waseda | Responsibility of Partner Institution |
| Great Lakes Colleges Association/Associated Colleges of the Midwest (27 member institutions) | 1 person  1 semester or 9 months | 9/2018- 8/2019 | Preparation Allowance: 150,000 yen (100,000 yen when the exchange period is shorter than 3 months)  Round-trip Travel Expenses (actual expenses):  Up to a maximum of 400,000 yen | Stipend：17,500 USD/year  Research Activities：1,000 USD  Faculty Salary：  3,500-5,000 USD/course  \*When the exchange period is shorter than 1 year, the amount is prorated)  \*Airport pick-up/drop-off service is provided | Provided for free | \*The exchange faculty will be given the status of Visiting Professor at the host university.  \* Exchange faculty will teach 1 or 2 courses during the exchange.  \*During the exchange period, the exchange faculty must visit three or four member institutions other than the host university to stay for several days. |

1. **Eligibility**
2. Applicants must be tenured faculty members of Waseda University (Professor/Associate Professor/Assistant Professor).
3. The applicants themselves must look into the requirements and necessary application materials for obtaining a visa for the period of exchange.
4. Senior Deans will determine whether part-time lecturers will be hired as replacements for exchange faculty during the period of exchange.
5. It is not possible to extend the length of the exchange period.
6. Exchange faculty are not eligible for sabbatical within the same academic year as the period of exchange.
7. Program participants will be considered “Exchange Faculty” during the program.
8. **Application Deadline**

International Office Deadline: **Documents must be submitted to the International Office by June 29, 2018 (Friday) by 17:00**.

\*Please confirm the departmental deadlines with each department office directly.

1. **Application Procedures**

Please fill out the “Research/Teaching Plan Summary” attached to this document and submit it to your associated department office. Be sure to include an explanation of how participating in the exchange program will be relevant and beneficial to your work. Additionally, please list the age you will be as of April 1st of the program year on your application materials.

1. **Procedures from Selection to Departure**
2. Applicants must submit a completed “Research/Teaching Plan Summary” document to their associated department offices.
3. The department office must attach a letter from the Director of the Department (free format) and submit all documents to the International Office by June 29, 2018.
4. The Selection Committee will select candidates.
5. Senior Deans and applicants will be informed of the Selection Committee’s decision during the month of July, 2018.
6. The International Office will recommend a candidate for exchange to the partner institutions via the GLCA/ACM Japan Office program coordinator.
7. The GLCA/ACM US Office suggests an appropriate university for the candidate based on his/her field of specialization, family, institution of choice etc.
8. The candidate must then make contact with the host faculty member the GLCA/ACM suggested in order to request a letter of acceptance from the host institution.
9. The candidate’s associated department office must collect the “Research/Teaching Plan Summary”, the letter of acceptance from the host institution, and a document demonstrating departmental approval of the candidate’s participation in the program, and submit them for approval using the Flowlites system.
10. The candidate must submit a “Pledge as well as a Notification of Departure (誓約書および出発届（国国様式2）” to the International Office via his/her department office.
11. After returning from exchange, the participant must submit an overseas trip report to his/her associated department.

International Office Coordinators:

Matsukura (71-2189, [h.nakagawa3@kurenai.waseda.jp](mailto:h.nakagawa3@kurenai.waseda.jp)）

Usukura（71-2164, [h.usukura@waseda.jp](mailto:h.usukura@waseda.jp)）

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To the President of Waseda University

(Department Director seal)

Department:

Position:

Name:

Signature/seal

Age: (As of April 1 of exchange program year)

**Exchange Faculty Research/Teaching Plan Summary**

1. Period of Exchange:

Departure: Month Day Year

Return: Month Day Year （Total Days: ）

2. Preferred Institution:

（Name of Institution）

3. Field of Specialization:

4. Research/Teaching Plan Summary：

（Theme）

（Details）

\*Summary need not fit on a single page