

Third, and equipped with the “Agreement in Principle,” the UNCG faculty member and department head will make formal application for dean’s approval. (Normally this approval should be sought at least six months prior to the period of proposed exchange.) The formal application shall consist of:

- The name and curriculum vitae of the exchange professor from overseas;
- Proof by the exchange professor from overseas of health care coverage at a level equal to or exceeding the minimum amount required for a J-visa holder;
- A description of the courses and other duties, which the exchange professor will cover during the exchange;
- A description of the teaching, or teaching and research project, which the UNCG professor will complete overseas;
- An indication of financial considerations which will be involved, and a plan for managing any fiscal needs;
- A copy of the “Agreement in Principle” developed with the overseas institution;
- A letter of endorsement from the Associate Provost for International Programs; and,
- An indication of benefits which will be achieved as a result of the proposed exchange.

Fourth, should the dean endorse the application, he or she will transmit it to the Provost with a recommendation.

Fifth, the Provost will decide whether to approve the plan. If the Provost approves, the UNCG faculty member is approved for the International Exchange Assignment, and the faculty exchange can take place.

INTERNATIONAL PROGRAMS CENTER

In addition to providing faculty with financial support, IPC supports the international pursuits of the entire university community.

Established in January, 1992, IPC conducts UNCG’s student exchange and study abroad programs; assists in the recruitment and retention of qualified international students; manages UNCG’s international linkage program with foreign universities; welcomes visiting faculty from foreign institutions; and assists schools and departments in arranging programs for international visitors.

For further information about the International Exchange Assignment, please contact:

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[http://www.uncg.edu/ipg/facultystaff/
fgoingabroad/travelfunds.html](http://www.uncg.edu/ipg/facultystaff/fgoingabroad/travelfunds.html)

THE INTERNATIONAL EXCHANGE ASSIGNMENT



*An International
Opportunity for
UNCG Faculty*



THE UNIVERSITY of NORTH CAROLINA
GREENSBORO

THE INTERNATIONAL EXCHANGE ASSIGNMENT

Faculty seeking to gain international experience should consider applying for an “International Exchange Assignment.” The program permits UNCG faculty to exchange places with a colleague from an overseas partner institution for a semester or an entire academic year.

DEFINITION

The International Exchange Assignment is a secondment (or loan) to an overseas site of a UNCG faculty member. The period of work shall be either be part of a semester or up to a full academic year. The overseas site shall be a university with which UNCG has a formal exchange agreement. The partner university overseas will, in turn, second to UNCG one of its faculty members for a similar period of time and for a similar set of duties.

STATUS AND CONDUCT POLICIES

During the period of exchange, the visiting lecturer from overseas will be a participant in UNCG’s U.S. government-approved “Exchange Visitor” program. As such, the lecturer’s stay in the United States will be on a J-visa and will be governed by U.S. government rules and regulations, including proof of adequate health care insurance. The visiting lecturer will be extended a courtesy, adjunct appointment to the UNCG faculty. To receive this appointment, the visiting lecturer will agree in writing to observe all conduct policies (such as those pertaining to sexual harassment, undue favoritism, drug offenses, etc.) as stated

in the UNCG *Handbook for Faculty*.

It is expected that the UNCG faculty member going abroad on exchange will be subject to similar conduct policies which apply to faculty members at the overseas partner institution.

TIMING

Ideally, the UNCG and overseas faculty members paired to undertake an exchange shall exchange simultaneously. As much as is feasible, they will assume one another’s duties and thereby avoid the creation of a vacancy in one another’s academic programs. When a simultaneous swap is not possible, faculty members shall work out with their department heads a plan whereby their classes and other duties will be covered during the period of absence from UNCG. This plan must be approved by the faculty member’s dean and by the Provost’s Office.

DUTIES

The duties of a faculty member on an International Exchange Assignment will consist of teaching, or a combination of teaching and research. (Faculty seeking an overseas assignment purely for research purposes should instead apply for a research assignment.) If the assignment is for teaching alone, the faculty member will be expected to teach the equivalent of a full-time load at the host institution overseas. If it be for teaching and research, the faculty member shall teach not less than the equivalent of six contact hours per week, and devote the remaining time to research.

A research plan with explicit objectives and expected outcomes should be prepared and approved prior to the exchange.

FINANCE

Faculty on an International Exchange Assignment will retain full salary and benefits from UNCG during the period of their exchange. It is expected that the exchange professor coming to UNCG will retain full salary and benefits from his or her home university abroad. UNCG faculty may receive additional compensation from their host institution overseas to help offset the costs of international travel and other such extra expenses attendant to the exchange. In turn, UNCG may, at the discretion of the relevant department head and dean, provide a supplemental stipend to the in-coming exchange professor. In the case of a UNCG faculty member receiving supplemental funding from the overseas host, he or she must complete, and have approved by his or her dean, the form “External Professional Activities for Pay.”

APPLICATION

First, the faculty member wishing to be considered for an International Exchange Assignment should discuss plans with his or her department head and the Associate Provost for International Programs. (As necessary, the International Programs Center will assist in making contact with the overseas institution.)

Second, the institutions should reach a written “Agreement in Principle” with respect to the exchange. This agreement should identify faculty members by name, indicate the proposed program, and propose a timeline for the exchange.