TEACHING IN CUA ROME PROGRAM GUIDELINES

Qualifications & Teaching Expectations

- Regular CUA faculty are invited to apply to teach courses in the CUA Rome program, which are both appropriate to the location and suitable for a wide range of CUA undergraduate majors. Cross-listed courses are highly encouraged. Teaching course load will be determined on an individual basis in consultation with the Dean and Provost.

Timeline & Approval Process

- Teaching in the CUA Rome program is generally available for the Spring semester. Fall semester teaching opportunities will be considered based on projected program enrollment numbers.

- Interested CUA faculty must first complete the “CUA Rome Teaching Proposal & Approval Form” available online at http://cuabroad.cua.edu/faculty/default.cfm and submit it to the Center for Global Education (CGE). Applications will be reviewed by CGE, endorsed by (in departmentalized schools) the Department Chair and School Dean and ultimately approved by the CUA Provost.

- Interested CUA faculty must submit a completed “CUA Rome Teaching Proposal & Approval Form” to CGE by February 1 the year prior to teaching in Rome in the Spring semester. The approval process can take up to 30 days. CGE will forward the completed form signed by the faculty, chair and dean to the Provost for final review.

- During the semester that a faculty member teaches in the CUA Rome program, the dean will help the department in question to cover the courses which that faculty member would have otherwise taught for the department during the semester in question. Department chairs should be aware that, in this circumstance, there is no possibility of the department being able to appoint a full-time visitor in the regular faculty member’s absence. Instead, the chair will need to consult with the dean about courses that need to be covered and the dean will make stipends for replacement lecturers available; however the dean cannot guarantee that every course will be automatically replaced, and will instead consider requests on a case by case basis.

Compensation

- CUA faculty salary & benefits will continue to be paid by CUA during the semester in Rome. CUA faculty airfare and Rome housing will be covered through CGE. Meals and personal expenses are not covered by CUA.

- If CUA faculty opt to stay in CUA Rome housing beyond the program dates, or choose alternative Rome housing, they will be responsible for the cost difference.

- CUA faculty wishing to bring family members will be responsible for all additional associated costs. CUA will only cover CUA faculty program-related costs.

Responsibilities

- CUA faculty must attend a mandatory CGE “Overseas Faculty Director” training session prior to teaching in Rome, and will work under the supervision of the Rome Program Director, Dr. David Dawson Vasquez, and CGE while participating in the Rome semester program.

- CUA faculty will be responsible for being actively involved in the Rome semester program, (e.g. advising, participating in the program trips and group meals), and will teach and interact with all students participating in the CUA Rome program.

- Upon completion of the semester, all students participating in the Rome program will be requested to complete individual confidential course evaluations, in addition to a confidential program evaluation, in order to evaluate CUA visiting faculty teaching.

- Upon return, CUA faculty will submit a program report to CGE which will be shared with (in departmentalized schools) the Department Chair, School Dean and Provost.

- CUA faculty will be expected to share Rome program information with prospective interested faculty and students, and generally promote the CUA Rome program to the CUA community.
NOTE: This form is to be completed by regular CUA faculty interested in teaching in the CUA Rome program. The courses offered should be appropriate to the location and suitable for a wide range of CUA undergraduate majors. Please complete and return this form to the Center for Global Education once the faculty, chair and dean have signed to initiate the CUA review and approval process. CGE will forward the completed form to the Provost for final approval.

Faculty Name:_____________________________________________________________________________________

Faculty Department/School:__________________________________________________________________________

Faculty Email & Phone:______________________________________________________________________________

Year for Teaching in CUA Rome Program: Spring Semester of Year: ___________________________

Course #1 Title: ____________________________________________Course #________________________________

Brief Course Description (or attach longer description to form):
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

This course is ☐ Existing Course ☐ New Course

Brief Rationale for Course Offerings: ___________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

Credit Hours: ___Credit level: ☐ Undergrad ☐ Graduate ☐ Both

Course #2 Title: ____________________________________________Course #________________________________

Brief Course Description (or attach longer description to form):
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

This course is ☐ Existing Course ☐ New Course

Brief Rationale for Course Offerings: ___________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

Credit Hours: ___Credit level: ☐ Undergrad ☐ Graduate ☐ Both

Course #3 Title: ____________________________________________Course #________________________________

Brief Course Description (or attach longer description to form):
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

This course is ☐ Existing Course ☐ New Course

Brief Rationale for Course Offerings: ___________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

Credit Hours: ___Credit level: ☐ Undergrad ☐ Graduate ☐ Both