



INTERNATIONAL VISITING FELLOWS PROGRAM

Bring an International Scholar or Artist to Campus to Teach a Short-Term Course (or Team-Teach an Existing Course) in your Department

All academic departments are encouraged to consider bringing an international scholar or artist to Grinnell College to teach a short-term course or to team-teach a unit of an existing course with a Grinnell faculty member. Approximately five visits a year are approved and funded by the Center for International Studies (CIS). These “International Visiting Fellows” each stay on campus for a period of three to six weeks. Below please find information about the guidelines and nomination process for the International Visiting Fellows program. For further information, contact David Harrison, Director of the Center for International Studies, at harrisod@grinnell.edu, or Lynn Stafford, Program Associate, at stafford@grinnell.edu.

Program Guidelines

Identifying a Scholar or Artist

The International Visiting Fellows are frequently identified by Grinnell faculty through scholarly networks (i.e. conferences, research contacts, etc.). However, Grinnell faculty should also feel free to work with the Center for International Studies to identify suitable scholars and artists, using the Center’s own network of foreign universities and international contacts.

Honorarium amounts and other subsidized costs

In general, each International Visiting Fellow receives a \$1000 honorarium for each week that he or she is teaching at the College. Hence for a four-week course, for example, the Fellow would receive \$4000. In addition, CIS pays the Fellow’s travel costs to and from campus, and provides housing and a food allowance during the Fellow’s stay in Grinnell.

Lengths of stay

The length of stay for Fellows varies; the shortest is generally three weeks, the longest six weeks. The length of stay depends on the nature of the visit, departmental planning, and curricular needs. Special requests for a visit of longer than six weeks or shorter than three should be discussed in advance with the Director of CIS.

Responsibilities of the International Visiting Fellow

Each International Visiting Fellow is responsible for either: a) teaching a short-term course within the host department, or b) team-teaching a unit of an existing course with a member of the host department. Short-term courses are intended to complement the existing departmental curriculum; they may present material or feature pedagogical strategies that are otherwise unavailable in the curriculum. In addition, each International Visiting Fellow is responsible for making at least one public presentation to the entire campus community on a topic related to his or her short course or team-taught unit.

Responsibilities of the host departments

Each International Visiting Fellow must be housed in an academic department of the college, with at least one full-time member of the department serving as the primary contact of the Fellow. Host departments are responsible for planning the visit of the Fellow to campus, in conjunction with the Center. When the Fellow is on campus, the host department is responsible for orientation and acclimation of the Fellow, mentoring the Fellow in academic matters, and helping the Fellow to integrate into the department and the larger campus community.

Responsibilities of the Center for International Studies

The Center for International Studies takes responsibility for coordinating the logistics of each Fellow's visit, such as making travel arrangements, processing visa applications, arranging for campus housing, and processing the Fellow's honorarium and expenses. CIS also coordinates publicity for the Fellow's visit and sponsors a welcome dinner for the Fellow and the host department. In addition, CIS will work with host departments to arrange student lunches and other events aimed at maximizing student contact with each Fellow.

Nomination process

To nominate a scholar or artist to come to campus as an International Visiting Fellow, the host department should submit the following documents to the Center for International Studies.

- a cover letter explaining the background of the nominee, the proposed dates of visit, the description of the proposed course or team-taught unit, and the rationale for the contribution of the course or team-taught unit to the curriculum.
- the nominee's curriculum vitae
- for special topics courses, a statement of whether the library holdings in Burling are sufficient for the course, and whether purchase of new books or equipment is necessary for the course
- a budget for the visit

The letter must demonstrate the department's commitment to host the Fellow during his or her time at Grinnell.

The nominations are approved by the Advisory Board of the Center according to a "rolling admissions" principle. In other words, nominations submitted by the First Round deadline will be approved, and receive funding, before nominations that are submitted by the deadlines of later Rounds.

For International Visiting Fellows of the 2010-11 academic year, the following nomination deadlines will apply:

- **First Round: Friday, October 16 (e.g. Friday before October break)**
- **Second Round: Friday, December 4**
- **Third Round: Friday, January 22**
- **Fourth Round: Friday, March 19 (for spring '11 proposals only)**

For special topics courses that are approved, the host department will need to fill out the course proposal form available from the Registrar's Web page at <http://www.grinnell.edu/offices/registrar/faculty/> and submit it before the deadline to appear in the preregistration booklet.

The Center welcomes all ideas for incorporating international scholars and artists into the Grinnell College community. Please feel free to contact David Harrison if you would like to organize an international visit other than through the International Visiting Fellows program.