
APPENDIX R
THE UNIVERSITY OF CENTRAL
OKLAHOMA FACULTY
EXCHANGE GUIDELINES

APPENDIX R

THE UNIVERSITY OF CENTRAL OKLAHOMA FACULTY EXCHANGE GUIDELINES

Approved by the Provost's Cabinet on June 19, 2013

Faculty exchange refers to a faculty member coming to the University of Central Oklahoma (UCO) or a faculty member going from UCO to another university for the purpose of research, scholarly or creative activities exchange. Planning for a faculty exchange should begin at the department level. Most faculty exchanges are for a brief period of 2-3 weeks, but can last as long as a semester in duration.

The benefits of faculty exchanges are numerous in helping UCO students, as well as students at the sites hosting our faculty, acquire discipline knowledge through an international lens. Faculty exchanges also certainly benefit the person going abroad to share their expertise in another setting. A seminar might bookend a faculty member leading a short-term study abroad for students, or perhaps in conjunction with data collection for research. Another benefit of faculty exchanges is the networking opportunity between UCO and the hosting university. Because the faculty exchanges should not exist in a silo separated from other global activities at UCO, it is important that the offices involved be aware of the exchange.

The first question on a faculty member's mind when they inquire about a faculty exchange is usually, "How does the money part of it work?" Participating in a faculty exchange can be considered to be similar to presenting at a conference. In other words, typically you are not paid to participate in a faculty exchange, nor does the person reciprocating the exchange to UCO. Airfare is covered by the sending university, and room/board is covered by the hosting university. The faculty member can expect to shoulder some of the daily living expenses just as one does at home.

FOR UCO FACULTY:

1. Any UCO faculty member interested in an exchange should submit a proposal that explains what specific mutual benefits are anticipated from the interchange. This information will include areas of expertise the faculty member can offer the

host institution, as well as how the international experience will contribute to the faculty member's teaching and/or research. The faculty member shall also submit, with his or her application, a statement from the Department Chair/School Director or college/division designee indicating that the department or school would be able to make arrangements necessary to support the faculty member's participation in the proposed exchange, should the proposed exchange be approved.

2. The Dean of each college will create a system to select faculty from the applicants to participate in the exchange program and forward the selected faculty names to the Provost for final approval.
3. Upon approval, the Provost will forward the names to the Coordinator of Campus Faculty Exchange who will assist the faculty member arranging the exchange with a partner institution.
4. Individuals traveling with a faculty member must be approved by both the host and home institutions. These individuals must sign a UCO waiver of liability and travel at their own expense.

FOR VISITING FACULTY:

1. In consultation with the department faculty members, the Department Chair / School Director or college/division designee will send a request for a visiting faculty member to the Dean of the college. The request should outline the discipline specialty and region of the world from which the department would like a visiting faculty member.
2. The Dean of each college will create a system to select which requests will go forward to the Provost for approval.
3. Upon approval, the Provost will forward the request to the Coordinator of Campus Faculty Exchange who will work with the requesting department/college/division and survey UCO's international partners to find an appropriate faculty member for the exchange.
4. Upon confirmation of the exchange, the Coordinator will work with the department chair to construct an itinerary for the visiting scholar including

scheduling lodging and official meetings.

5. The Department Chair/School Director or college/division designee should work with Academic Affairs to complete necessary paperwork if the visiting scholar will be teaching or receiving an honorarium.
6. In addition, the Coordinator will coordinate with the Centre for Global Competency to complete necessary paperwork including Visas when necessary.