



Miami University
Dolibois European Center
in Luxembourg

Call for Proposals



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MIAMI UNIVERSITY
LUXEMBOURG



JOHN E. DOLIBOIS
EUROPEAN CENTER

March 11, 2022

Dear Colleagues,

We are pleased to invite proposals from qualified faculty interested in a teaching appointment at the Miami University John E. Dolibois European Center (MUDEC) in Luxembourg for the 2023-2024 academic year. MUDEC is one of the oldest and most well-established American study abroad programs. Since its inception in 1968, it has welcomed over 11,000 students from Miami and partner universities. The Center is housed in a beautifully renovated 15th-century château in Luxembourg's third-largest city, Differdange, lying 17 miles southwest of Luxembourg City and in the heart of western Europe.

Approximately 110 Miami students attend MUDEC each semester, living with host families or local apartments, and engaging in a rigorous curriculum that focuses on European studies. A smaller summer program has also been in place since 2008.

The due date for the proposal is **Thursday, April 14th**.

Below you will find a description of the teaching options and the application instructions. Those with an interest in applying are welcome to contact Prof. Terri Barr, Chair of the MUDEC Curriculum Committee, or Kimberly Miller, MUDEC Assistant Director. We would be happy to discuss the details of the application process or answer any questions.

Sincerely,
Terri Barr
Chair, MUDEC Curriculum Committee
barrtf@miamioh.edu

Kimberly Miller
MUDEC Assistant Director
mill2050@miamioh.edu

Appointment Considerations

MUDEC is considered a professional development opportunity for Miami faculty seeking an international teaching experience. All tenured and tenure-track faculty, as well as clinical faculty and lecturers may apply. Interested faculty should possess sufficient familiarity with Europe and be able to incorporate topics dealing with Europe into their proposed courses. They should expect and welcome a high level of contact with their students.

Most MUDEC alumni report that their experiences in the program were among the most enriching of their college years. Because students are typically highly motivated and engaged, MUDEC offers faculty an opportunity to participate in an especially exciting educational experience.

Note: Faculty applying for positions at MUDEC must be full-time employees of the University. Faculty employed under the “Retire-Rehire” Program are not eligible for these positions.

Accommodations

Due to the high level of interaction with students required by the program, accommodation on the Luxembourg campus is mandatory for Ohio-based faculty. Please note that accommodation is not adapted for most special needs.

Accommodation for faculty for a one-bedroom apartment is included at no additional cost to the faculty member. Apartments with 2 or 3 bedrooms are also available with an additional cost per room to cover utilities. Please contact MUDEC Housing Coordinator, Meliha Durakovic, at meliha.durakovic@MiamiOH.edu if you have specific questions about accommodations.

Family Considerations

Families with children have found the MUDEC experience very enjoyable. Schooling options for children of year-long faculty range from attendance at local public schools, where the teaching language is German (primary and middle school) or French (high school), to private English-speaking institutions that charge tuition. The International School of Differdange, public and free of charge, offers bi-lingual education in English and French (Anglophones are admitted in an accelerated track for French). Please note that schooling of children aged 6 and older is mandatory in Luxembourg.

Administration and Service

Ohio-based faculty teaching at the Dolibois European Center are expected to teach with the same rigor and engagement as on their home campus and to abide by the stipulations of the [University Policy Library](#), including the statement of good teaching practices. While the administrative load is kept minimal to allow colleagues to enjoy the full benefits of an international teaching experience, Ohio-based professors are expected to participate beyond

their teaching duties in the various co-curricular and extracurricular activities sponsored by the Dolibois Center and in academic and social functions in the Luxembourg community. Faculty will attend guest lectures held at the Chateau, and participate in the U.S. Faculty Advisory Committee, the Student-Faculty Committee and in the Faculty Assembly to assist in the general governance of the Center. Research and contact with local universities are strongly encouraged, and faculty members will find in the Center a supportive structure for these activities.

Faculty accepted for a year-long appointment are expected to co-lead a study tour, an academic trip organized by MUDEC staff. All MUDEC students are required to attend this study tour.

Immigration

Summer-workshop professors remain in Europe under the Schengen-area provisions, and non-EU citizens or permanent residents may not stay in the Schengen Zone for more than a period of 90 days, after which reentry is not authorized before another three months. Starting in 2022, American travelers to the EU will need to obtain an ETIAS [pre-travel authorization](#), which will require a short online application, but they will continue to enjoy visa-free status for the 90 days. Year-appointed faculty will work with MUDEC staff to obtain a residency permit for the length of their appointment. Faculty will need to have a valid passport.

Available Faculty Positions

Scholarly enrichment and professional development for the faculty and staff of Miami University is a core mission of MUDEC. To this end, MUDEC offers 2 full-year appointments each year, and additional positions for the summer workshop. This call for proposals covers just the year-long appointments, and a summer-specific call for proposals will be sent out at a later date.

MUDEC provides logistics and support for additional faculty-led programs during the winter and summer terms, too. Faculty interested in leading winter and summer workshops at MUDEC will propose those workshops through [Global Initiatives](#) according to their process.

Year-Appointed Faculty

A faculty member on a year-long appointment will teach two courses, at least one of which should be approved as a Miami Global Plan course. Professors are required to offer the same set of courses in the fall and spring semesters.

In addition to their Miami University salary and benefits, year-appointed faculty receive:

Roundtrip Airfare: Airfare to Luxembourg for faculty and family members who will be in residence in Luxembourg for the entire academic year. Family member's flights are taxable benefits.

Baggage Allowance: Up to \$250 reimbursement to assist with the costs of airline baggage fees.

Housing Accommodation in the Residence in a one-bedroom apartment. Apartments with 2 or 3 bedrooms are also available with an additional cost per room to cover utilities.

Foreign Post Allowance: Paid through Payroll two times per year, based on living costs in Luxembourg adjusted for fluctuations in the value of the US dollar relative to the Euro.

Insurance: GeoBlue Travel Medical & International supplemental insurance coverage purchased on behalf of faculty for the duration of the stay abroad.

NOTE: Shipping household items, materials, books, and other items to Luxembourg is not covered by Miami University. Appointed faculty are expected to cover the cost of shipping.

Faculty-led Workshops at MUDEC: Winter and Summer*

MUDEC helps faculty offer workshops in Europe during the winter and summer terms. Proposals should have a European focus. The workshops need not be fully in residence at MUDEC but must have a significant part in Luxembourg. A typical winter workshop, for example, might include a week in Luxembourg to teach formal classes and two weeks travel in Europe.

Services offered to Faculty:

- Assistance with the submission of the workshop proposal through Global Initiatives
- On-site management of budget, administration and planning
- Academic facilities (chateau)
- Organization of student lodging in Luxembourg with host families
- Logistical support in arranging and facilitating study tours to other European locations

***Faculty interested in proposing summer and winter workshops at MUDEC should not apply through this MUDEC proposal process; please follow the [credit workshop proposal process](#) through Global Initiatives.**

Research Affiliate Program

MUDEC welcomes applications from faculty in all programs and at all levels (including lecturers and clinical and professionally licensed faculty) to live on the Luxembourg campus for short periods of time in order to write or conduct research. Faculty associates are scholars in residence at MUDEC, with no obligations other than to have at least one academic engagement with the Center, whether in the form of a public talk, a brief workshop with students, an informal conference with local academics in the area, or some other event arranged in consultation with the Executive Director of MUDEC. The Center provides faculty associates with a small apartment, as well as a minimal amount of administrative support, such as wi-fi, a shared office space, and use of the small library. Faculty associates are responsible for their transportation to and from Luxembourg and all other living expenses.

Stays of anywhere from one to six weeks are possible, depending upon the availability of apartments, December, January, April, and July being the best times. MUDEC will appoint faculty associates on a continual and first-applied, first-awarded basis. Interested faculty should submit a

brief one-page description to the Executive Director of MUDEC, in which they describe the work that they wish to accomplish while in Luxembourg, along with the desired dates of stay and intended academic engagement with the Center.

How to Apply

General recommendations

- European focus: All courses must be Europe-focused. In the case of existing courses at Miami, they must be reviewed by the MUDEC Committee in order to assess the extent of their Europe-related content.
- Miami Plan: Faculty are *strongly* encouraged to propose courses to which they've added a European focus that stand a good chance of being approved in the new Miami Global Plan.
- Preference will be given to Miami faculty who have not held a previous appointment at MUDEC.

Timeline & Process

1) The proposal is due **Thursday, April 14th**. The proposal should include:

- The proposal cover sheet (found on page 9)
- A general description of the two proposed courses, confirming that the course or courses have no prerequisites.
- A brief statement (250 words) indicating a. how each course will meet the curriculum goals of the Luxembourg Program; b. how you expect your courses will fit into the new Miami Global Plan; and c. a description of your envisioned Study Tour.
- A course outline for each course that includes class topics and a brief summary of the student learning outcomes for the course.
- A brief statement (1-2 paragraphs) explaining how you intend to be engaged with students at MUDEC and with the Luxembourg community.

The proposal is to be submitted electronically to Kimberly Miller, MUDEC Assistant Director (mill2050@miamioh.edu). Your submission is acknowledged upon receipt.

2) The proposals are reviewed by the MUDEC Committee, which will then provide written feedback on the proposals to all applicants by e-mail.

3) Based on feedback from the Committee, candidates may be invited to submit a revised proposal, which would then be due by mid-May. The Committee may include in its feedback

supplementary suggestions for experiential-learning components for sprint courses and ideas for developing these activities.

4) Final recommendations made by the MUDEC Committee will also require approval from the faculty member's department chair and Dean.

Applicants are welcome to discuss their ideas for courses with Terri Barr, Chair of the MUDEC Curriculum Committee, before drafting a full proposal.

The MUDEC Committee is an advisory body only. It makes its recommendations to the Executive Director of MUDEC and the Provost. You should not expect to receive notification of appointment until July 2022.

Appendix

MUDEC's Miami Plan Thematic Sequence

Currently, the Dolibois Center offers one thematic sequence during each semester in the regular academic year and during the summer workshop (see below). The faculty member's course(s) should be appropriate for inclusion in this thematic sequence.

LUX 3: European Culture and Society Thematic Sequence

This sequence permits students to draw on the variety of European-focused courses available at the Dolibois European Center and to develop an in-depth understanding of the complexities of contemporary Europe. Emphasis is on an interdisciplinary perspective which links cultural phenomena and socio-political dynamics. Students may include only one course from the department of their major.

Please note that each MUDEC course is automatically considered a global course. MUDEC courses should follow the spirit of the following goals:

a) **Develop and exercise the ability to communicate and act respectfully across linguistic and cultural differences.** Descriptions might include references to how students will have meaningful opportunities to engage with material that inform their global perspectives. Learning opportunities might include, but are not limited to, an extended activity or multiple activities that allow for a sustained focused on this goal and could include: real or virtual engagements via Skype video conference; work on joint research/class projects with classes in other universities; a joint review and critique of work; sustained, meaningful email exchanges that focus on an outcome of the course; collaborative wikis or multimedia content; etc.

b) **Explore and understand their place and influence in the changing world.** Descriptions might include references to how students will have opportunities to understand course content in a way that enables them to think critically about global issues, trends, and problems.

c) **Determine and assess relationships among societies, institutions, and systems in terms of reciprocal—though not necessarily symmetrical—interactions, benefits, and costs.** Descriptions might include references to how students will learn to compare/contrast issues raised by the content between multiple regions of the world and especially between these regions and their individual perspectives on issues.

d) **Describe the development and construction of differences and similarities among contemporary groups and regions.** Descriptions might include references to how students will learn to, on the basis of their understanding and comparisons, apply this new knowledge to develop cross-cultural skills and/or act in new ways as citizens of the world.

e) **Identify and analyze the origins and influence of global forces.** Descriptions might include references to how students will learn to, on the basis of their understanding and comparisons, apply this new knowledge to develop cross-cultural skills and/or act in new ways as citizens of the world.

Miami Study Tours

A study tour course is a semester-long course that seamlessly integrates an experiential travel component to another European location into it. As the professor, you are responsible for designing a course that prepares students for their study tour, and that weaves the study tour into the course learning outcomes. You must be prepared to exercise flexibility about your study tour location and logistics so MUDEC can provide students with a safe, reasonable, cost-effective tour. You are expected to lead this tour in partnership with MUDEC staff, and to fully participate in all tour activities, using the tour as a dimension of your course.



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Cover Sheet for Proposal

Name _____

Title (rank and department): _____

Contact information: _____