

**Policy and Regulations**

**Faculty Exchange**

**With Effective From**

**July 13, 2021**

## **SECTION I: PURPOSE**

The international prominence of Woxsen University is enhanced by its network of interinstitutional links with outstanding international educational and research institutions. Faculty exchange programs provide direct development and service benefits for the individual faculty members through their participation in the academic and research programs of the foreign institution and provide institutional benefits through their subsequent activities at Woxsen.

## **SECTION II: ESTABLISHMENT AND MANAGEMENT OF INTERNATIONAL FACULTY EXCHANGE PROGRAMS**

### **A. Programs through a Single School**

Responsibility for the management of such a program rests with the head of the department after the initial establishment has been approved by the appropriate dean, the Office of International Relations, the Pro-Vice-Chancellor and the Vice-Chancellor.

### **B. Programs within the University Involving Several Schools and/or Other Universities or Consortia of Universities**

Responsibility for the management of such a program rests with the Office of International Relations, the Pro-Vice-Chancellor and the Vice-Chancellor.

Prior to the initiation of an International Faculty Exchange Program, Woxsen University and its international partner shall enter into an agreement which will set forth arrangements to facilitate the exchange. The Office of International Relations is responsible for the development of the agreement.

## **SECTION III: FACULTY EXCHANGE ASSIGNMENTS**

### **A. Eligibility and Remuneration from the University**

Any faculty member at Woxsen University shall be eligible for consideration for a Faculty Exchange Assignment. Minimum eligibility requirements are 1) The faculty member must have served 12 months as faculty member at Woxsen University; 2) The performance review by the head of the department shall be positive; 3) The head of the department shall recommend the faculty's candidature.

### **B. Additional Remuneration**

If a faculty member receives an appointment and additional remuneration in the form of a fellowship, grant, or other source, the full-time salary rate paid by the University for the period of the assignment will be reduced accordingly. However, the activities resulting from other compensation must not be in conflict with the purpose of the assignment. In addition:

1. Normal consulting arrangements may be continued provided they do not conflict with the purpose and spirit of the assignment and have been approved through normal administrative channels.
2. Grants or stipend adjustments to defray appropriate family travel, cost-of-living allowances, and/or research expenses may be accepted without a reduction in University salary.
1. Purpose of the proposed Faculty Exchange Assignment and the location at which the assignment is to be taken;
2. Benefits which the faculty member believes will accrue to the University as a result of his/her

assignment and how his/her activities at the foreign university will relate to the operation of Woxsen University;

3. An identification of the reciprocal exchange arrangements including a statement of the benefits which are expected to accrue to Woxsen University as a result of the foreign faculty member's assignment to Woxsen University; and

### **C. Application for Faculty Exchange Assignment**

Arrangements for Faculty Exchange Assignment shall be initiated, negotiated, and agreed upon between schools, departments, or disciplines of the two universities involved prior to making application for approval.

After tentative arrangements have been agreed upon, Woxsen University staff members requesting Faculty Exchange Assignment shall make application by way of a submitted letter to the Dean of the School and the Pro-Vice-Chancellor containing the following information:

After the Woxsen faculty member's assignment has been approved, final detailed arrangements for the exchange of faculty shall be initiated and negotiated between schools or departments of the two universities. No commitments of Woxsen University financial resources shall be made without prior approval from the Pro-Vice-Chancellor and the Vice-Chancellor.

### **D. Obligation of the Faculty Member 1. Carry out the responsibilities of the assignment in a professional manner.**

2. Submit to the Dean of the School a special report covering his/her activities during the assignment period.

Any member of the Woxsen University faculty taking a Faculty Exchange Assignment thereby obligates himself/herself to:

#### SECTION IV: DEVIATION FROM POLICY

The policy stated above is intended to serve all but the most unusual cases. Requests for deviation from the above policy will require approval by the Pro-Vice-Chancellor and the Vice-Chancellor.

*\*To be filled and signed by the host/home university*

#### FACULTY EXCHANGE AGREEMENT

THIS AGREEMENT, entered into this day \_\_\_\_ of \_\_\_\_, by and between Woxsen University (hereinafter referred to as "Woxsen") and the University of \_\_\_\_\_ (hereinafter referred to as "\_\_\_\_\_") of \_\_\_\_\_:

WITNESSETH THAT:

WHEREAS, Woxsen and \_\_\_\_\_ desire to promote the enrichment of their teaching and research programs; and

WHEREAS, Woxsen and \_\_\_\_\_ desire to strengthen and expand the mutual contacts between the two universities, and

WHEREAS, Woxsen and \_\_\_\_\_ intend to promote the enrichment of their teaching and research programs and intend to strengthen and expand the mutual contacts between the two universities through an exchange of faculty between the two universities; and

WHEREAS, Woxsen and \_\_\_\_\_ desire to provide for an exchange of faculty between the two universities on the terms and conditions hereinafter set forth;

NOW THEREFORE, it is mutually agreed as follows:

1. **Scope of Agreement** - The purpose of this Agreement is to establish the terms and conditions under which the exchange of faculty between Woxsen and \_\_\_\_\_ shall take place.

This Agreement shall be applicable to the exchange of all faculty between Woxsen and \_\_\_\_\_ . The following academic fields or disciplines are covered under the terms of this Agreement:

a.

b.

c.

**2. Definitions** - As used herein the terms "host university" and "home university" shall have the following meanings:

a. Host University - the university accepting the exchanged faculty member.

b. Home University - the university providing the exchanged faculty member.

**3. Period of Agreement** - This Agreement shall be effective and \_\_\_\_\_ continue in full force and effect until terminated by the parties hereto.

**4. Initiation of Exchange** - Each exchange under the terms of this Agreement will be initiated by the respective departments, schools or disciplines of Woxsen and \_\_\_\_\_ .

**5. Period of Exchange** - Each exchange under the terms of this Agreement shall be for \_\_\_\_\_ (duration), unless otherwise agreed to in writing by the parties hereto.

**6. Appointment** - Each exchanged faculty member shall be granted a temporary appointment of the host university at a rank equivalent to that held at the home university (if applicable).

**7. Implementation of Exchange** - At least four (4) months prior to the exchange, the details of the exchange as negotiated by the parties hereto shall be reduced to writing and endorsed by the faculty member to be exchanged and an administrative official designated by Woxsen and \_\_\_\_\_ . At a minimum, the following shall be included:

- a. Names of the exchanged faculty members.
- b. Period of the exchange.
- c. Responsibilities of the exchanged faculty members.
- d. Description of temporary appointments provided the exchanged faculty members.
- e. Incorporation by reference the terms of this Agreement.
- f. Compensation and fringe benefits provided for each of the exchanged faculty members, if any.
- g. Vacation, holiday, and sick leave.

**8. Travel** - The exchanged faculty member shall be responsible for the cost of transportation to and from the host university and at the host country.

**9. Office and Laboratory Facilities** - The host university shall make available to the exchanged faculty member appropriate and necessary laboratory facilities.

**10. Vacation, Holidays and Sick Leave**

- a. **Vacation** - The exchanged faculty member shall accrue vacation leave in accordance with the terms of the appointment at the host university. Vacation leave so accrued shall be used during the period of the exchange.
- b. **Holidays** - The exchanged faculty member shall be entitled to holiday leave in accordance with the terms of the appointment at the host university and the policies of the host university.

c. **Sick Leave** - The exchanged faculty member shall be entitled to sick leave in accordance with the terms of the appointment at the host university and the policies of the host university.

**11. Host University Policies** - The exchanged faculty member shall be made familiar with, and comply with, the policies of the host university. In the event of any inconsistency between the terms of this Agreement and the policies of the host university, the terms of this Agreement shall prevail.

**12. Termination** - This Agreement may be terminated by either party providing the other written notice of its intent to terminate. Such notice shall be given at least one (1) year prior to the effective date of the termination. Such termination shall not affect exchanges in effect prior to the effective date of the termination.

**13. Disposition of Materials** - Inventions or materials developed under the terms of this

Agreement by exchanged faculty members shall be assigned to the host university. Proceeds from said invention or material shall be shared by Woxsen and \_\_\_\_\_ in accordance with their input of personnel and facilities. The host university shall provide the home university with a irrevocable, royalty-free, non-exclusive license to use the invention or materials for educational purposes, but not for commercial purposes. If the inventions or materials are made or developed in the course of a sponsored program funded by grant or contract, the determination of rights shall be subject to, and limited to, the provisions of the contract or grant. The host university shall notify the home university of such conditions by indicating such at the time of implementation of the exchange.

**14. Availability of Exchanged Faculty Member** - In the event the exchanged faculty member is unable for health reasons to perform the assigned responsibilities during the period of the exchange, the exchanged faculty member's appointment may be terminated. The effective date



of the termination shall be the date the exchanged faculty member became unavailable. The host university shall immediately notify the home university of such termination in writing.

**15. Host University Assistance** - The host university shall lend its assistance in finding housing for exchanged faculty members.

**16. Nondiscrimination** – Woxsen and \_\_\_\_\_ agree that no person shall on the grounds of race, color, national origin, sex, or creed be excluded from participation under the terms of this Agreement.

**17. Modification** - The terms of this Agreement may be changed or modified only by written amendment signed by the parties hereto.

IN WITNESS WHEREOF, Woxsen University and the University of \_\_\_\_\_ have executed this Agreement as of the date first above written.

WOXSEN UNIVERSITY

By \_\_\_\_\_

UNIVERSITY OF \_\_\_\_\_

By \_\_\_\_\_