

INTERNATIONAL SUMMER UNIVERSITY^{WU}

INVITATION FOR FACULTY MEMBERS TO APPLY FOR TEACHING POSITIONS

Faculty members in the field of business administration who hold a PhD are invited to apply for a teaching position at the 29th International Summer University^{WU} 2018 (ISU^{WU} 2018).

The ISU^{WU} is a short program for international students. It was established in 1990 and, as of today, more than 5,000 students from all over the world have attended the summer program. The main objective of the program is to deepen specific knowledge in core business topics and to provide an education with an international and intercultural perspective.

The ISU^{WU} 2018 consists of two sessions of three weeks each:

| | |
|-----------------|--|
| July Session: | Monday, July 2 – Friday, July 20, 2018 |
| August Session: | Monday, July 23 – Friday, August 10, 2018 |

Teaching positions are available in the Graduate Program of the ISU^{WU}. The courses in the Graduate Program change on a weekly basis and cover different topics in the field of business. The language of instruction is English.

I. Teaching positions in the Graduate Program of the ISU^{WU} 2018

Faculty members are invited to submit course proposals for a one-week course offered as part of the ISU^{WU} Graduate Program.

Courses are taught on 5 consecutive days (Mon-Fri, 9:00am – 1:00pm) and consist of 25 academic teaching units for each weekly course (1 unit = 45 minutes). The Graduate Program will be attended by a maximum of 30 international students who have already obtained a Bachelor's degree in business administration or economics or are currently enrolled in a Master's or MBA program in these fields. Each ISU^{WU} Graduate Program course amounts to 3 ECTS-Credits.

| | July Session | August Session |
|-----------------------------|-------------------------|----------------------------|
| <i>First weekly course</i> | July 2 - July 16, 2018 | July 23 – July 27, 2018 |
| <i>Second weekly course</i> | July 9 - July 13, 2018 | July 30 - August 3, 2018 |
| <i>Third weekly course</i> | July 16 - July 20, 2018 | August 6 - August 10, 2018 |

We invite lecturers to submit course proposals for the following subject areas:

- International Marketing
- International Financial Management
- Entrepreneurship and Innovation
- Business Sustainability Management
- International Strategic Management

II. Application Instructions

If you are interested in teaching at the International Summer University^{WU} 2018, kindly send the following documents by **Thursday, October 31, 2017**:

- **Curriculum Vitae** incl. research activities
- **Letter of Recommendation** from a dean or an academic director (optional)
- **Detailed Course Outline** (please use the attached course outline template)
- **Information on teaching preferences and availability** (please use the attached form for teaching preferences and availability)

You can find examples of courses from 2017 here: www.wu.ac.at/io/isuwu

Please send documents by email to the ISU^{WU} program manager, Ms. Marlene Würfl: marlene.wuerfl@wu.ac.at

III. Responsibilities of ISU^{WU} Lecturers

Lecturers of ISU^{WU} are expected to:

- **Teach the ISU^{WU} course** on the basis of the previously agreed upon course outline
- Prepare the **pre-course assignment task** for the course participants. The assignment has to be worked out by the participants before the start of ISU^{WU}.
- Prepare the **course material** and submit it to the ISU^{WU} program management by the deadline set. **Copying/printing costs** will be covered by the ISU^{WU} budget, Kindly note that any additional **copyright/licensing fees** can be covered from the ISU^{WU} budget for up to 10 euros per participant. Given the diverse backgrounds and origins of the participants they shall not be expected to purchase additional textbooks or literature.
- Carry out the **student assessment and submit the grades** to the ISU^{WU} program management by the deadlines set by the ISU^{WU} program management.
- **Communicate with ISU^{WU} participants** before, during and after the ISU^{WU} program in case of questions/support needed in regard to their academic course.

IV. Remuneration and Services

The **remuneration** per teaching unit (1 unit = 45 minutes) is 115 euros (gross, before taxes and social insurance contributions).

Graduate Program full teaching load: 25 academic teaching units = **2,875 euros (gross)**

Please note that you will be registered for the Austrian social insurance scheme and that you will have to pay income tax in Austria (unless there is a double taxation treaty between Austria and your home country and/or a guest lecturer article applies).

Guest lecturers will be offered guaranteed **accommodation** free of charge in a single apartment in a student residence hall for the teaching period. Alternatively, guest lecturers may receive a financial contribution to hotel costs of a maximum of 50 euros per night (gross). This contribution will be paid as part of the teaching remuneration and therefore tax deductions will apply.

For more information on taxes and social insurance please see: <https://www.wu.ac.at/en/programs/incoming-students/international-summer-university-wu/frequently-asked-questions/faqs-lecturers/>

The **decision on the teaching positions will be made by November 21, 2017**. All applicants will be notified by email.

If you have any queries, please do not hesitate to contact Ms. Marlene Würfl. For more details, please see our website: www.wu.ac.at/io/isuwu

Further key dates and deadlines:

January 2018 An information packet with details on WU facilities, grading system and responsibilities of instructors will be sent to guest lecturers.

Information for employment purposes will be requested from guest lecturers.

February 2018 Deadline for submission of pre-course assignments for students

May 14, 2018 Deadline for submission of course materials which are to be included in course readers

May 28, 2018 Deadline for requesting electronic devices and any additional material needed in class

Grades must be submitted within 2 working days of the end of class unless an instructor teaches in the 3rd week of the program. In this case, the grades must be provided by noon on the last teaching day.