

## **Rectorate's information for the formal procedure of a Fulbright BOKU Visiting Professorship:**

Decision of the international committee from 24.6.2016, updated 2023

### **Process for applications:**

The departments are requested annually (usually in Autumn) by the rectorate to offer suggestions for the posting of a Fulbright BOKU Visiting Professorship for the academic year after next. (e.g. applications will be submitted in 2016, for positions in 2018-19)

Applications which bring competencies to BOKU that are not already present, are preferred. Constant repetitions are not wanted or possible.

The decision on which posting is submitted to Fulbright lies with the rectorate.

Fulbright notifies the rectorate as soon as a posting is online. (See: <https://www.fulbright.at/programs/in-austria/scholars/grant-details/fulbright-university-of-natural-resources-and-life-sciences-vienna-visiting-professor>), so that American colleagues are actively pointed towards this funding opportunity.

Application deadline for American teachers/professors is always in **Mid September** of the following year of the posting (e.g. 1.8.2017 for 2018-19).

Fulbright then sends the applications to BOKU in order to rank the best-suited candidates (this is forwarded from rectorate to department). The ranking is then sent by the rectorate to Fulbright; in Autumn a decision is made by **IIE/CIES/Fulbright**.

All administrative/organizational aspects of the stay in Vienna as well as the financing will be clarified directly by Fulbright with the visiting professor.

### **Responsibilities of the department:**

- 1) Completing the job posting
- 2) Ranking applications received.
- 3) Communication with selected applicants regarding planning course details, public presentations and the placement period.
- 4) Teaching assignment (Responsibility: VR for teaching, **continuing education and students**) and input of courses in BOKU Online (Responsibility with BOKU's **administration of teaching and learning**)
- 5) After the arrival of the Visiting Professor: Report arrival in the form of a Top-Story with a photo and announcement of the regular course and the public presentation on the BOKU-Website.
- 6) Public presentation (scientific but for a general public; mentioning that it is a Fulbright Visiting Professorship)
- 7) Submission of a report (by the Department contact person together with Visiting Professor) near the end of stay to the rectorate.