

## Faculty Exchange Request

### Definition of a Faculty Exchange

A faculty member from either Wharton or INSEAD becomes a faculty member on the partner school's campus to participate in the academic life in research and/or teaching in the host institution's courses. The Exchange is an institutional arrangement that operates on the basis of reciprocity.

The Exchange may be full-time (one academic year) or partial. In the case of partial exchange, the residence period is proportional to the extent of the exchange. For example, for a 1/3 exchange, the residency period on the host institution's campus will be 3 months, i.e., 1/3 of 9 months.

The Faculty Exchange applies to full-time, standing faculty only. Exceptions will be determined on a case-by-case basis.

### Application Process for Wharton Faculty

#### Directions

1. Interested Faculty Member should obtain a verbal commitment from their collaborator at the host school
2. Applicant may then complete this request form and obtain the Wharton Approval Signatures as noted
3. Deputy Dean forwards to Michele Anna Klekotka ([klekotka@wharton.upenn.edu](mailto:klekotka@wharton.upenn.edu)) to obtain the Executive Director's signature.
4. Once the form is fully signed by Wharton, Michele will obtain INSEAD's Approval Signatures on behalf of the applicant.

#### For Wharton faculty approved for an Exchange at INSEAD

- INSEAD Host department will create an invitation letter for the visiting Wharton faculty member detailing their arrangements (dates of stay, financial funding provided by host department, office location, administrative support, etc.)
- Once the invitation letter is received, the applicant may request additional funding from the Alliance using the "Faculty Exchange Funding Request" found on the Alliance website or by contacting Michele Klekotka.

#### For INSEAD faculty approved for an Exchange at Wharton

- Host Department Business Administrator will work with Faculty Administration (Ann Perch) to complete the Academic Support Request Form and have a faculty appointment set up in Workday
- Department BA will then create an invitation letter for the visiting INSEAD faculty member detailing their arrangements (dates of stay, financial funding provided by the host department, office location, administrative support, etc.)
- Once the invitation letter is received, the applicant may request additional funding from the Alliance using the "Faculty Exchange Funding Request" found on the Alliance website or by contacting Michele Klekotka ([klekotka@wharton.upenn.edu](mailto:klekotka@wharton.upenn.edu))

## Application for Faculty Exchange

Name : [ ] Date: [ ]

Email Address: [ ]

Period of Exchange (From/To): mm/dd/yyyy [ ]

Host School Department Name: [ ]

Home School (Wharton or INSEAD): [ ]

Home School Department Name: [ ]

Course(s) to be taught at partner school (If no teaching is involved, please enter N/A and describe the purpose of your visit): [ ]

Course title: [ ] Period: [ ]

INSEAD Teaching Units: [ ]

Course title: [ ] Period: [ ]

INSEAD Teaching Units: [ ]

Course title: [ ] Period: [ ]

INSEAD Teaching Units: [ ]

## Wharton Approval Signatures

Faculty Member Date:

Department Chairperson Date:

Department BA Date:

Wharton Deputy Dean Date:

Alliance Executive Director Date:

## INSEAD Approval Signatures

After the above signatures are obtained, Michele Anna Klekotka will obtain the INSEAD signatures on behalf of the applicant

INSEAD Department Host Date:

INSEAD Dean of Faculty Date:

Alliance Research Director: Date: