



International Space University Space Studies Program 2023

CALL FOR CHAIRS

26 June – 25 August 2023

São José dos Campos, Brazil

Response Deadline: 16 October 2022

This is the call for SSP23 Chairs. To serve as a Core or Department Chair an individual is required to be an adjunct, associate or full member of the ISU Faculty *-or-* have sufficient ISU MSS, SSP or SHSSP teaching experience as a visiting lecturer. You should respond to this call only if you can *commit* to being on site for the full duration of the specific time periods indicated in the commitment descriptions below.

Individuals recommended by the SSP Director, endorsed by the ISU Academic Council, and appointed by the ISU President are required to attend the Curriculum Planning Meeting (CPM), December 5 to December 9, 2022, at the host site.

Chairs will be provided with a budget to support their departments and workshop development. Travel expenses to the CPM and SSP are covered by ISU commensurate with the ISU Compensation Policy.

The SSP is formatted in three interrelated phases

- Phase I (Core): Weeks 1-4 that include core lectures, workshops, departmental activities, and initial team project work
- Phase II (Department): Weeks 4-6 that include core lecture wrap-up, departmental activities, workshops, departmental visits, individual project work, and team project work

- Phase III (Team Project): Weeks 6-9 focused solely on team projects completion.

Description of the Commitment

Core Chairs:

SSP service dates: Tuesday, 27 June through Friday, 21 July 2023 (Phase I/II)

We are seeking individuals to serve as Core Chairs for a period of four (4) weeks. Preference will be given to an experienced ISU faculty member familiar with the SSP, SHSSP or MSS lecture series.

The Core Chair's major responsibility is to oversee the delivery of core lectures, including the recommendation of core lecture faculty to the SSP Director, contact with chosen lecturers to provide timely updates of lectures, review of submitted core lecture content (including adherence to the core lecture guidelines and 3-I philosophy), and identification of redundancies across lectures. The Core Chairs also co-lead the Exam Review Committee and lead the effort to create lecture exams and quizzes.

Department Chairs:

SSP service dates: Monday, 17 July through Friday, 4 August 2023 (Phase II)

We are seeking seven (7) individuals to chair the SSP departments. The departments include Space Humanities (HUM), Space Engineering (ENG), Space Management and Business (MGB), Space Policy, Economics, and law (PEL), Human Performance in Space (HPS), Space Sciences (SCI), and Space Applications (APP).

IMPORTANT NOTICE: In consultation with the ISU Academic Council, the SSP Management will require the departmental curriculums to have an interdisciplinary focus. In addition, the Departmental Chairs will be asked to design and conduct multiple joint activities with other departments.

The Departmental Chairs' major responsibility is to plan and execute the Departmental Activities in Phase II of the SSP, including the selection of Departmental Activities and Visiting Lecturers, selection of Professional Visits, and assignment and evaluation of Individual Projects.

The Department Chairs will participate in the final week of the core lectures and assist as needed with scoring the exam. Department Chairs will also work with their Teaching Associate (TA) to coordinate the execution of the departmental activities.

How to Respond to this Call

Responses to SSP23 Calls will be accepted through **ISU Buzz Platform** ONLY.

- Your application should be submitted through the <https://buzz.isunet.edu/apply-to-an-ssp23-chair-position/>
- Complete the online form providing all requested information.
- If you want to apply for multiple positions, please submit separate applications for each position you want to apply.

Important Dates

- Response to Call for Chairs due: **Sunday, 16 October 2022**
- Academic Council endorsement by: **28 October 2022**
- Acceptance Notification: **NLT 4 November 2022**
- Visa application to attend CPM at Brazil: **NLT 11 November 2022**
- Submission of Planning Status Report by the Chairs: **28 November 2022**
- Curriculum Planning Meeting: **5th-9th December 2022 in Brazil**

You will be notified if you are not selected. These notifications will be sent by 7th of November 2022.