

## CONVOCATORIA UPAEP GLOBAL SUMMER 2025

The Universidad Popular Autónoma del Estado de Puebla (UPAEP) is a Catholic Non-Profit Institution founded in 1973 in Puebla City, Mexico, and aligned with its Educational Model U50, which brings together the principles of the Pedagogy of the Common Good and based on its Institutional Development Plan. Internationalization is one of the main pillars of the University's goals.

In this sense, the university is pleased to announce the second edition of the UPAEP Global Summer, an Internationalization at Home program designed by the Vice Presidency of Outreach and Internationalization. Its purpose is to foster meaningful intercultural experiences among students, faculty, and administrative staff through interaction with international professors invited to visit the Puebla and Tehuacán campuses for four (4) weeks, from **June 9 to July 4, 2025**. The program promotes knowledge exchange from different perspectives, emphasizing comparative approaches and sparking future collaborative projects with partners outside Mexico.

### ABOUT THIS CALL

This call lists the courses available for international professors selected to teach in person during the summer of 2025. The courses are part of UPAEP's official undergraduate and postgraduate academic programs and are offered by the following colleges:

1. Business;
2. Creative Sciences;
3. Engineerings;
4. Life and Health Sciences;
5. Medical Sciences; and
6. Human and Social Sciences.

Additionally, we offer cross-cutting lectures in the area of Humanistic Education.

You can check the courses offer list in the following link that will be available during the summer:  
<https://goo.su/quPOK>

The Vice Presidency of Outreach and International Affairs at UPAEP will be responsible for receiving invited professors and will handle::

- Sending an invitation letter to each selected professor.
- Providing accommodation in a single room.
- Covering round-trip transportation expenses from their home country to the city of Puebla.
- Supplying three meals a day during their stay.
- Organize cultural visits inside and outside Puebla over two weekends.
- Coordinating the development of the parallel agenda in collaboration with the respective Dean's Office.
- Upon completion of the program, a Certificate of Attendance will be issued noting the name of the course and the hours of instruction, with an indication of activities undertaken as part of parallel agendas, such as actions related to research and/or liaison, if applicable. This document has curricular value.

Expenses not covered by this call will be the responsibility of the invited professor. Before arriving in Mexico, they must submit a digitized copy of their international medical insurance (in English if that is the case). This must include accidents, civil responsibility, illness, and repatriation.

### CRITERIA FOR PARTICIPATION IN THE PROGRAM

Interested professors should consider the following aspects:

- UPAEP Global Summer will occur from Monday, June 9 to Friday, July 4, 2025. Professors should arrive in Mexico between June 7 and 8 and depart after July 4.
- Depending on their area of expertise, international faculty may select up to two courses from the full range of programs to be considered for a teaching position.
- The course will be taught in person for four weeks, in the classroom and schedule assigned by the corresponding College, and under the co-teaching modality with a UPAEP professor.
- Each course specifies the language of instruction (Spanish or English).
- Depending on the course's requirements, the courses will be taught at UPAEP's main campus in Puebla or Tehuacán campus, either in classrooms and/or laboratories.
- Each international professor is responsible for researching entry requirements to Mexico at their nearest Mexican Embassy or Consulate. Upon receiving the invitation letter, they should obtain documentation for UPAEP to arrange the flight on time. It is crucial that the selected international professor also keeps in mind the need to have the necessary transit permit or international visa, if applicable, in case their flight from their country of origin to Mexico is not direct and requires a stopover in another country.

**Note:** The call is preferentially directed, though not exclusively, to professors affiliated with universities outside of Mexico with which our institution maintains an alliance or bilateral collaboration agreement.

### PARTICIPATION REQUIREMENTS

Professors interested in applying for this call should fulfill the following requirements:

- Fill in and complete the application form
- Provide proof of holding a Master's or Doctorate as applicable.
- Demonstrate expertise in the subject matter of the selected lectures through equivalent disciplinary training.
- If the course is taught in English, demonstrate proficiency in the language.
- Provide the most recent evaluation evidence from their home institution regarding their performance as an educator.
- Indicate and briefly describe their research areas or ongoing projects, whether in research, outreach, or knowledge application, to project future collaborations with UPAEP faculty.
- Willingness to participate in parallel agendas, which may include additional activities beyond teaching, such as interviews with local media, conferences or workshops for the university community or social, business, or governmental sectors, colloquia with UPAEP researchers, Summer academies for UPAEP Colleges and Preparatory Schools, among others. The invited professor will jointly design parallel agendas for the respective Dean's Office and the UPAEP International Affairs Office.

## APPLICATIONS

The application process will be open from October 3rd to December 15th, 2024. Interested professors should submit their application through the online form available at <https://goo.su/9IZX9> along with the following documents:

- Valid passport (check validity suggestions in the form).
- Curriculum Vitae/Resume.
- Proof of academic degrees.
- Information on proficiency in the course topics.
- Proof of proficiency in the course language.
- Results from the most recent teaching evaluation at their home institution.

**Closing date for applications: December 15, 2024**, is the deadline for interested professors to submit the required documents. After that date, no new applications will be accepted.

If necessary, the UPAEP International Affairs Office may contact the applying professor to clarify information or request additional documents related to their application to the program.

## SELECTION PROCESS

Following the close of the call for applications, a Selection Committee will review applications in January 2025. Selected professors will receive an email with the decision in the last week of January. If accepted, they must confirm their participation by February 14. Selected professors must provide information for arranging their international travel to Mexico, including visas for layovers.

- Once selected professors accept the invitation, acceptance letters will be sent digitally in February, and physical copies will be provided only when a visa is required to enter Mexico.
- In February, virtual sessions will be held, where selected professors and representatives of the owning Dean's Office of the subject will participate. These sessions will guide the subject's schedule, the functioning of UPAEP's virtual platforms, a review of the Learning Guide (equivalent to the "syllabus" in other institutions), the assessment method applied at UPAEP, and the activities that the international professor may be invited to participate in as part of parallel agendas.
- During their stay at UPAEP, international professors will have a shared workspace and be accompanied by the International Programs Office and the host Dean's Office, following their disciplinary area.

### QUESTIONS AND CLARIFICATIONS

If you have any questions or need further information regarding this Call for Applications, please contact Jeanine López Sandoval, Coordinator of Internationalization at home in the UPAEP International Affairs Office, at the email address [global@upaep.mx](mailto:global@upaep.mx)

Sincerely,  
“La cultura al servicio del pueblo”

Andrés Barba Vargas  
Vice President for Outreach and International Affairs  
Universidad Popular Autónoma del Estado de Puebla (UPAEP)  
Heroica Puebla de Zaragoza, México. Tuesday, October 1st, 2024.