

**College of Lake County ▪ Illinois Consortium for International Students & Programs
(ICISP)**

China Semester Abroad Program Visiting Faculty Information and Application

Xi'an International University, Xi'an, China
August 24 – December 18, 2016 (approximate dates)

APPLICATION DUE DATE: Sunday, November 15, 2015

Revised: September 14, 2015

OVERVIEW

Faculty members at the College of Lake County (CLC) and other ICISP member institutions are invited to apply for the position of visiting faculty/co-lead for CLC's China Semester Abroad Program at Xi'an International University (XAIU) for the Fall 2016 term. The program is designed to provide faculty with a rewarding professional development opportunity in which to experience firsthand the rich history and culture of China, teach in an international setting, and engage with faculty from China and around the world.

One of the oldest cities in China, with more than 3,100 years of history, Xi'an is one of the four great ancient capitals of China. Xi'an is home to the Terracotta Army, a collection of sculptures depicting the armies of the first Emperor of China, as well as many other ancient ruins and historical monuments. Because of this, the Xi'an region is one of the most popular tourist destinations in China.

Situated within Xi'an are numerous universities, including Xi'an International University (XAIU). The university was founded in 1992 with the accreditation of the nation's Ministry of Education for its diverse four-year bachelor and three-year vocational programs. It is located in the heart of the Xi'an high-tech zone boasting two beautiful campuses totaling 135 hectares, a student population of 36,000, and faculty and staff of 2,200. XAIU is also home to the CLC-XAIU American Culture Center, which was established in 2012 with funding from a grant from the U.S. Department of State. The Center facilitates opportunities for Chinese students, faculty, staff and members of the Xi'an community to learn more about American Culture through the numerous books and other resources at the Center, as well as presentations and performances by visiting American students, faculty and staff. Visiting faculty at XAIU as part of the China Semester Abroad program will have a wonderful opportunity to deliver lectures on various topics highlighting American culture while in China.

FACULTY RESPONSIBILITIES

Fall 2016 will mark the seventh year that the China semester abroad program will be offered. The ICISP faculty and the CLC faculty members selected will have unique opportunities and responsibilities. The faculty members will be responsible for the following:

1. Oversee and provide leadership for the program and student needs of CLC and ICISP students while in China;
2. Teach 2 courses based upon his/her expertise (3-4 credit hours each)
3. Assist CLC and ICISP students with the adjustment to living in a different culture;
4. Assist with coordination of activities and field trips of the academic program with appropriate officers of XAIU;
5. Serve as chaperone on all field trips;
6. Perform administrative duties of the program as needed;

7. Provide advisement to students as needed;
8. Hold on-campus office hours;
9. Assist and coordinate necessary activities and events at the American Culture Center;
10. Through the appropriate officers of XAIU, assist in solving problems which arise for ICISP and CLC students;
11. Communicate regularly with the manager of CLC's Center for International Education and submit bi-monthly report of the program.
12. Follow the emergency guidelines as established by CLC, when necessary;
13. Submit grades for the students within the timelines established by CLC;
14. Participate in the student/faculty orientation prior to assignment;
15. Assist with future faculty development workshops on China;
16. Participate in future faculty/student orientation sessions;
17. Deliver future public lectures on campus and to local community groups and organizations regarding China and his/her visiting faculty experience;
18. Perform other duties as needed to insure the success of the program.

****PLEASE BE ADVISED THAT ONE OF THE PRIMARY RESPONSIBILITIES OF THE SELECTED FACULTY MEMBERS IS TO ASSIST THE CLC AND ICISP STUDENTS ATTENDING XAIU. AS SUCH, THE FACULTY MEMBERS MUST RESTRICT PERSONAL TRAVEL TO THOSE TIMES WHEN CLASSES ARE NOT IN SESSION. THE FACULTY MEMBER MUST NOT COMMIT TO TEACHING ANY ON-LINE COURSES WHILE ASSIGNED TO XAIU. PLEASE NOTE THAT THE XAIU SEMESTER WILL RUN FROM AUGUST 24 – DECEMBER 18, 2016 (approximate dates), AND FACULTY AND STUDENTS MUST BE IN ATTENDANCE FOR THE ENTIRE PERIOD.****

COMPENSATION FOR SELECTED FACULTY MEMBERS

The CLC faculty member selected for this position will receive his/her full salary for the duration of the semester, which will be paid by the College of Lake County. Salary for instructors from other ICISP institutions is at the rate determined by of his/her home institution.

XAIU provides housing free of charge to individual faculty members. Housing consists of a suite with private bathroom, bedroom, living room, and kitchenette in the XAIU International dormitory where the students will also reside.

Airfare, transportation to Xi'an, international travel insurance, and cultural excursion fees for faculty are covered by the College of Lake County as part of the students' program costs.

The cost of meals is *not* covered by the college and is the responsibility of the individual faculty.

ELIGIBILITY

Any full time faculty from CLC or another ICISP member institution may apply. Faculty must have earned a Master's degree or higher in the area in which they are to providing instruction.

APPLICATION INSTRUCTIONS AND TIMELINE

Application Components:

- ✓ Completed *China Semester Abroad Program Visiting Faculty Application* (see next page)
- ✓ Résumé/CV (limit 3 pages)

Selection Process: All applications will be reviewed by the College of Lake County International Education Committee, composed of CLC faculty, staff, and administrators involved in the implementation of the XAIU program. Interviews in person or by phone may be conducted for finalists. Notification of interviews will be made ahead of time. Selection will be made by December 11, 2015.

Application Deadline: Sunday, November 15, 2015

Please submit your application to:

Beth Tinkham
College of Lake County
Center for International Education
19351 West Washington Street
Grayslake, IL 60030

Late or incomplete applications will not be considered.

For more information contact: Beth Tinkham at btinkham@clcollinois.edu or 847-543-2069

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Xi'an International University, Xi'an, China

August 24 – December 18, 2016

APPLICATION DUE DATE: Sunday, November 15, 2015

Directions: This form is to be used by full time faculty members at CLC or other ICISP institutions who wish to apply to co-lead the China Semester Abroad Program in Xi'an, China.

PERSONAL INFORMATION:

First Name: _____ Last Name: _____ Sex (M/F): _____

Discipline(s): _____

Institution: _____

Campus address: _____

Campus Telephone: _____ Fax: _____

E-mail address: _____

Home address: _____

Home Phone: _____ Cell Phone: _____

Personal Email: _____

PROFESSIONAL INFORMATION

Have you traveled abroad previously? Yes No

If yes, please indicate to where, duration and purpose:

Have you previously participated in any international programs? Yes No

If yes, please list program/s and your role in each:

Why do you wish to serve as the faculty co-lead for the semester abroad program in China?

What are your professional and personal goals for this experience?:

How do you expect this experience to impact your professional development?:

Please list any credentials you believe make you a good candidate for this experience:

Name and description of the courses you propose to teach during the program:

If selected, will you bring your spouse or any dependents with you? ____ Yes ____ No

(XAIU provides each lead faculty with one apartment which has one living room, one bedroom, kitchen, & a full bath room. The expenses for an extra apartment for dependents or spouse may be paid by the lead faculty who requires such an arrangement. Contact Beth Tinkham for further information.)

I verify that the information contact in this application is true and correct to the best of my ability.

Applicant Signature

Date

APPROVAL

I understand that _____(name of faculty) has expressed interest in co-leading the semester abroad program in China from August 25 to December 18, 2016. If selected for this opportunity, I approve of his/her participation.

Division Dean Name (Printed)

Divison Dean Chair Signature

Date