



The ICISP Canterbury Christ Church University Visiting Faculty Program

The ICISP/CCCU Visiting Faculty Program has been in existence since the fall of 1989 and is designed to provide faculty from member institutions the opportunity to experience firsthand living, teaching and interacting with colleagues in an international setting. To date, nearly 100 faculty have benefited from this longstanding and successful program. While previous participants are not exempt from reapplying, priority will be given to those applicants who have not already participated in the program.

ICISP INSTRUCTOR RESPONSIBILITIES

Instructors assigned to Canterbury Christ Church University (CCCU) will be expected to fulfill the following responsibilities:

1. Oversee and provide leadership for the ICISP program and student service needs of ICISP students in the U.K.
2. Teach breakout/discussion sections with the Modern Britain Class.
3. Teach other classes and/or special lectures, seminars as assigned by CCCU. (Up to 90 contact hrs./semester)
4. Assist ICISP students with the adjustment to living in a different culture.
5. Assist with coordination of activities and field trips of the academic program with appropriate officers of CCCU.
6. Serve as chaperone on all field trips.
7. Perform administrative duties of the ICISP program as needed.
8. Provide advisement to students as needed.
9. Attend all Modern Britain classes and lead the related discussion groups with students.
10. Hold on-campus office hours.
11. Act as an ambassador on the behalf of ICISP within the academic department to which they are assigned and within CCCU as a whole.
12. Through the appropriate officers of CCCU, assist in solving problems which arise for ICISP personnel.
13. Provide all appropriate information and communicate regularly with the ICISP coordinator in Illinois assigned to the CCCU program.
14. Attend the student/faculty orientation prior to assignment (usually held one Saturday in November and July).
15. Assist with future faculty/student orientation sessions and faculty selection.
16. Perform other duties as may be needed by ICISP.

PLEASE BE ADVISED THAT A MINIMUM OF SIX STUDENTS IS REQUIRED FOR A VISITING FACULTY TO PARTICIPATE IN THE FALL 2015 PROGRAM. FACULTY SELECTED FOR THE FALL PROGRAM WILL BE NOTIFIED BY THE END OF MAY 2015 IF THIS MINIMUM REQUIREMENT WAS MET. BEFORE APPLYING, PLEASE CONFIRM THAT THIS CONDITION IS AN ACCEPTABLE ONE FOR YOU OR YOUR COLLEGE. NO SUCH RESTRICTIONS WILL BE PLACED ON THE APPLICATION PROCESS FOR SPRING 2016 FACULTY.

ONE OF THE PRIMARY RESPONSIBILITIES OF AN INSTRUCTOR IS TO ASSIST THE ILLINOIS STUDENTS ATTENDING CCCU. AS SUCH, ICISP FACULTY MEMBERS ARE REQUIRED TO RESTRICT PERSONAL TRAVEL TO THOSE TIMES WHEN CLASSES ARE NOT IN SESSION. FACULTY MEMBERS SHOULD NOT COMMIT TO TEACHING ANY ON-LINE COURSES AT THEIR HOME INSTITUTION WHILE ASSIGNED TO CCCU.

Instructors assigned to teach at CCCU will be required to sign an agreement verifying that the above responsibilities are understood and agreed upon.

Compensation for ICISP Faculty:

Salary – Paid by home college

Housing – CCCU provides free of charge a furnished two bedroom cottage at the Ebury Hotel. For more information on the Ebury see: <http://www.ebury-hotel.co.uk/canterbury-self-catering-cottages.html>. Wi-Fi, weekly linen service and access to the indoor pool is included.

Airfare and transportation to Canterbury – ICISP will pay for one (1) roundtrip economy class airfare. Excess baggage fees will be the responsibility of the faculty member. ICISP will also pay up to \$200 for transportation from either Heathrow or Gatwick to Canterbury, if the faculty member arrives earlier than the group.

Extra Allowance – Optional by home college

Applicants should send a ONE PAGE letter of application and a resume (LIMITED TO TWO PAGES) with this form to the attention of Karen Huber at the below address. The deadline for receipt of all materials is Friday, November 14, 2014. Incomplete/late applications will not be considered. If an application is faxed by the deadline, please also mail a hard copy immediately. Those applicants selected for an interview will be notified by telephone. In the event of a very large pool of candidates, there will be a two-step interview process, with the first round of interviews to be conducted by telephone. Finalists will be interviewed in person at Heartland Community College.

For more information contact:

Steve Alvin, ICISP Canterbury Program Chair

Phone number: (815) 224-0423

E-mail: steve_alvin@ivcc.edu

Mail completed Applications to:

Karen Huber, ICISP

Heartland Community College

1500 West Raab Rd, Normal, Illinois 61761-9446

Phone number: (309) 268-8664 Fax number: (309) 268-7986

E-mail: Karen.Huber@heartland.edu

Application for Teaching Assignment
Illinois Consortium for International Studies and Programs (ICISP)
Canterbury Christ Church University CCCU, Canterbury, UK 2015-2016

Name: _____

Academic Discipline(s)*: _____

College: _____

Campus Address: _____

Campus Phone: _____ Fax: _____

E-Mail : _____

Home Address: _____

Home Phone: _____

Home E-Mail: _____

Term for which applying: _____ Fall 2015 _____ Spring 2016 _____ Either one (but indicate any preference)

*Faculty from all academic disciplines are encouraged to apply. However, preference will be given to those who can teach in the following disciplines: American Studies, History, and Literature.

Applicant signature, date:

Division/Dept. Chair signature, date :

Academic Dean/V.P signature, date:

Campus ICISP Rep. signature, date:
