

## **ICISP Carlow College Study Abroad 2020-2021 Faculty Liaison Information and Application**

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**Are you ready for a once-in-a-lifetime experience?** The Illinois Consortium for International Studies and Programs is pleased to provide a professional development opportunity for faculty members of ICISP-member institutions. The Faculty Liaison position at Carlow College in Carlow, Ireland is designed to provide faculty from member institutions the opportunity to experience first-hand living, teaching, and interacting with colleagues in an international setting. This exciting and popular opportunity is available both spring and fall semesters. Individuals interested in applying should review all program materials provided to students.

### **General Information**

Faculty members selected for this appointment will be provided housing in Lennon House, the residence hall on the Carlow College campus. The faculty accommodations are comprised of an adjoining sitting room, bedroom, and private bathroom. A kitchen is located down the hall. Students will live in the same residence hall, and daily contact in Lennon House between students and the Faculty Liaison during the course of daily activities is frequent. Because of the nature of the accommodations, faculty members may bring a spouse/partner, but Carlow College cannot provide housing for children of the faculty liaison. Applicants to the Faculty Liaison position at Carlow College should strongly consider the living arrangements prior to submitting an application.

A visa is required for the term, and arrangements for and the cost of the visa will be processed by ICISP. Spouses/partners will not be provided a visa and cannot stay more than 90 days. Plans should be made for a spouse/partner to either join the term in progress or to leave prior to the end of the term.

Please note that a minimum number of ICISP students must attend Carlow College during the academic year for a Faculty Liaison to participate in the program. Faculty selected for the fall program will be notified by the end of May if this minimum requirement has been met. Faculty selected for the spring program will be notified by the end of October if this minimum has been met. Before applying, please confirm that this condition is an acceptable one for you and your college.

### **Faculty Liaison Responsibilities**

Faculty assigned to this program will be expected to fulfill the following responsibilities:

- Teach/facilitate breakout and discussion sections with the Irish Experience class.
- Prepare and deliver a minimum of 3 workshops/presentations to the wider Carlow College community in the faculty's subject of expertise.

- Oversee and provide leadership for the program and student service needs of students in Ireland.
- Assist ICISP students with the adjustment to living in a different culture.
- Assist with coordination of activities and field trips of the academic program with appropriate officers of Carlow College.
- Attend all sessions of The Irish Experience Class.
- Serve as chaperone on all field trips.
- Monitor students' independent travel.
- Perform administrative duties of the program as needed.
- Provide advisement to students as needed.
- Hold on-campus office hours.
- Through the appropriate officers of Carlow College, assist in solving problems which arise for ICISP personnel.
- Provide all appropriate information and communicate regularly with the program coordinator and ICISP.
- Attend the student/faculty orientation prior to assignment (usually held one Saturday in November or July).
- Assist with recruiting future participants.
- Assist with future faculty/student orientation sessions.
- Communicate regularly with the ICISP Carlow study abroad program coordinator.

One of the primary responsibilities of the Faculty Liaison is to assist the ICISP students attending Carlow College. As such, the Faculty Liaison is required to restrict personal travel to those times when classes and/or cultural excursions are not in session. Faculty members should not commit to teaching any on-line courses at their home institution while assigned to Carlow College. Faculty assigned to Carlow College will be required to sign an agreement verifying that the above responsibilities are understood and agreed upon.

### **Compensation**

The Faculty Liaison will agree to the following compensation arrangements:

**Salary:** Paid by home college, as determined by home institution policies.

**Housing:** Carlow College provides housing free of charge to individual faculty members on the college campus from the start of term to the official end of term.

**Airfare and transportation to host institution:** Roundtrip economy international airfare is paid by ICISP up to \$1000 USD. Transportation to/from the U.S. departure airport is the responsibility of the Faculty Liaison.

**Visa:** Paid by ICISP (passport not included)

**Extra Allowance:** Optional by home college

**Application for the Faculty Liaison Position  
Carlow College, Carlow, Ireland**

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Name \_\_\_\_\_

Discipline(s) \_\_\_\_\_

Home College \_\_\_\_\_

Campus Address \_\_\_\_\_

Campus Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Home E-Mail: \_\_\_\_\_

Term for which applying: \_\_\_\_\_ Fall 2020 \_\_\_\_\_ Spring 2021 \_\_\_\_\_ No preference

**Disciplines to Be Considered (Please check one):**

\_\_\_\_\_ Communication

\_\_\_\_\_ Media Studies

\_\_\_\_\_ Creative Writing

\_\_\_\_\_ History

\_\_\_\_\_ Literature

\_\_\_\_\_ Philosophy

\_\_\_\_\_ Psychology

\_\_\_\_\_ Sociology

\_\_\_\_\_ Theatre

\_\_\_\_\_ Academic Resource Areas (Reading/Writing)

In addition to the above application, interested candidates must also include:

- A cover letter outlining the following:
  - why they wish to serve as the faculty liaison to the program in Carlow;
  - what they wish to accomplish while in Ireland
  - how they expect the experience to impact their professional development; and
  - previous international experience, if any.
- A curriculum vitae limited to three pages.

**The deadline for receipt of all materials is September 30, 2019.** Incomplete or late applications will not be considered. Those applicants selected for an interview will be notified by telephone. In the event of a very large pool, 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 (or other mutually agreed upon location, to be determined).

Applicant signature, date: \_\_\_\_\_

Division/Dept. Chair signature, date \_\_\_\_\_

Academic Dean signature, date: \_\_\_\_\_

Vice-President/CAO signature, date: \_\_\_\_\_

Campus ICISP Rep. signature, date: \_\_\_\_\_

**Please email completed applications to:**

Karen Huber, ICISP

Email: [Karen.huber@heartland.edu](mailto:Karen.huber@heartland.edu)

Mailing address:

Karen Huber, ICISP

Heartland Community College

1500 West Raab Rd, Normal, Illinois 61761-9446

Phone number: (309) 268-8664 Fax number: (309) 268-7981

**For more information about this program, please contact:**

Lauren Nehlsen, Ph.D., Carlow Program Coordinator

Email: [lnehlsen@elgin.edu](mailto:lnehlsen@elgin.edu)

Phone: 847-214-7821