



International Faculty Opportunities

International Programs

Seattle Community College District

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www.seattlecolleges.edu/international

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Fulbright Short Term Programs: Instructors/Administrators in the Humanities, World Languages and Social Sciences with 3 years full time experience in the District can apply for a funded 4-6 week professional development trip abroad.

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Under the Scholar-in-Residence (SIR) Program, interested institutions or consortia submit proposals to invite scholars to teach one or more courses and to be in residence for a semester or an academic year.

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Describe what activities will take place to accomplish these goals and objectives.

In addition to a final report, how do you plan to disseminate the information. Please stipulate your time frame for these activities to be completed within 3 months of returning.

SECTION C. BUDGET

NOTE: A Travel Requisition must be completed at least 6 weeks prior to travel to give authorization for travel. The International Faculty Development Grant reimburses you for authorized expenses with a Travel Expense Voucher after the activity is completed and a final report is submitted. Applicant is responsible for completing the Travel Requisition prior to travel and keeping receipts of expenses for reimbursement purposes.

	TOTALS
1. Activity fee (tuition/registration/etc.)	_____
2. Estimated cost for hotel and meals if away from home	_____
3. Transportation	_____
4. Other expenses (itemize completely)	_____
5. Total budget to complete activity	_____
6. List any funds available from other source(s), (e.g., division, college, external grants)	_____
7. Minimum amount of professional development grant necessary to complete activity	_____

SECTION D. SIGNATURES

TO APPLICANT: After reading the following statement, please sign below indicating your concurrence.

To my knowledge, all of the information contained on this form is true and accurate. I agree to submit a brief summary or abstract of the funded activity together with expense receipts after the completion of the activity.

Date

Signature of Applicant

TO VP of INSTRUCTION and DIVISION CHAIR: Please sign below to indicate that you have reviewed this completed application. If you have additional comments please check here and attach a separate page with your signature on it.

Date

Signature of Division Chair

Date

Signature of Vice President of Instruction

Return to International Programs, Attn: Andrea Insley Mailstop ISC 100 Phone: 587-3899



Fulbright Teacher Exchange Program

The Fulbright Teacher Exchange Program involves one-on-one exchanges each year of more than 200 US educators, primarily at the secondary and post secondary levels, with foreign educators. A small number of one-way assignments are also made. The program operates between the United States and some 30 countries world wide.

In most cases, both teachers secure a leave of absence with pay from their home institutions and then trade classrooms for the year. The general eligibility requirements are:

- U.S. citizenship
- A current full-time teaching or administrative position
- Bachelor's degree or higher
- Three years of full-time teaching experience
- Fluency in English

Along with the general eligibility requirements, the applicant must also meet country-specific subject and level requirements detailed in the application. Elementary positions are only available in the United Kingdom, Canada and Colombia. Post secondary are limited to two-year institutions. There is no age limit. **Application deadlines are in mid October for the following year.**

Educators with families are encouraged to apply and bring their families along on the exchange. Many grantees exchange housing as well as classrooms; however this is not requirement. Exchange grants may include full or partial travel grants depending on the country. A few countries offer one-way assignments for which there is no exchange partner. The U.S. teacher secures a leave of absence without pay and receives a maintenance allowance from the United States Information Agency or Fulbright Commission.

For more information:

There are various contact people/phone numbers listed on this site.

<http://www.cies.org/Fulbright/>

International Research and Exchanges Board (IREX)

www.irex.org

The International Research & Exchanges Board is a private, nonprofit organization dedicated to promoting advanced field research and professional training programs between the United States and the countries of Central and Eastern Europe, Russia, Ukraine, Central Asia, the Caucasus, Eurasia, China, and comparable contiguous societies. With its traditional base in the university research community, and in collaboration with partners from the policy, corporate, media, and private foundation sectors, IREX sponsors and supports programs of advanced field research, professional training, international conferences, seminars, and comparative analysis in order to achieve three mutually reinforcing goals:

- To foster the development of basic and applied research in the social and political sciences, the humanities, and other relevant disciplines in order to strengthen American university research and teaching capabilities on these critical countries, and to improve field assessment and policy analysis on this area in the United States;
- To assist fellow professionals in these partner countries develop new approaches for their own intellectual, social, economic, and political communities by assisting in improving indigenous research capabilities, expanding access to international information resources, bolstering new professional associations and civic institutions, and increasing regional corporate and media skills.
- To forge cooperative links between universities, policymakers, professional and civic associations, and corporate and media groups in the United States and partner countries abroad that will build and sustain the network of intellectual and professional contacts that are the heart of this mandate.

IREX contributes to college and university communities. IREX offers institutions of higher education and their students, faculty, and administrators opportunities for rigorous academic work, networking, and innovation. IREX also supports linkages between quality academic research and governmental policymaking. Areas of expertise include the following:

- Curriculum development
- Faculty development
- Research programs
- University management
- University partnership development



Short Term Faculty Development Opportunities

CIEE: Faculty Development Seminars

International Faculty Development Seminars, a division of Council on International Educational Exchange (CIEE), provide 1-2 week intensive overseas programs for US faculty and administrators. Hosted by prestigious academic institutions abroad, the seminars are designed to offer updates on global issues and regions that are shaping the course of world events, while introducing faculty to scholarly communities overseas.

Visit the website to see what trips are currently planned:

www.ciee.org/IFDS.aspx

Applications are due in mid February for Summer trips.

These trips are well organized, range all over the globe and a number of SCCD faculty have participated.



FULBRIGHT SHORT TERM SEMINARS

The Fulbright-Hays Seminars Abroad Program provides opportunities for educators and administrators with responsibilities for curriculum development in fields related to humanities, languages, and area studies. Topics and host countries of the seminars vary from year to year. All seminars are in Non-Western European countries. Seminars are designed to provide a broad and introductory cultural orientation to a particular country. The program is geared towards those educators with little or no experience in the host country that demonstrate the need to develop and enhance their curriculum through short-term study and travel abroad. There are several seminars every summer with 16 positions per seminar, subject to the availability of funds. Seminars take place from late June to mid-August and last four to six weeks. Summer 2007 seminars for community college faculty, for example, include Brazil, Egypt/Israel, Poland/Russia and South Africa.

Terms of the award include: round-trip economy airfare, room and board, fees, program-related travel within the host country(ies). Participants are responsible for a cost share, usually \$350.00. Updated application forms are available in August of each year. Application deadline is in late September.

THOSE QUALIFIED TO APPLY:

- Faculty or Administrators from public or private, 2- or 4-year institutions of higher education whose discipline is related to humanities, languages and/or area studies

BASIC ELIGIBILITY REQUIREMENTS:

- ➔ Citizenship - must be a citizen of the United States or a permanent resident.
- ➔ Professional Experience - (1) must have at least 3 years of full-time experience - by the time of departure for the seminar- (2) must be currently employed full-time in a U.S. school system, institution of higher education, Local Education Agency, State Education Agency, library, or museum
- ➔ Language Proficiency - must meet the general language requirement. (Japan seminar only).
- ➔ Health -The candidate must be physically and psychologically able to participate in all phases of the seminar. Award recipients must provide a physician's statement to reflect participants readiness for travel

APPLICATION INQUIRIES: <http://www.ed.gov/programs/iegpssap/sapfacts.html>



Fulbright Scholar-in-Residence Program

If you know a qualified faculty member abroad who might like to come to teach in the SCCD for up to one academic year, sponsored financially by the Department of Education, investigate the Fulbright Scholar-in-Residence Program and related programs. Community colleges requests are being encouraged and funded.

Under the Scholar-in-Residence (SIR) Program, interested institutions or consortia submit proposals to invite scholars to teach one or more courses and to be in residence for a semester or an academic year.

The competition deadline for the worldwide SIR Programs is November 1 for grants commencing the following academic year. Guidelines for proposals and application materials are available in June.

For additional information:

For proposal guidelines, examples of funded programs and scholar stories please see the Fulbright Scholar-in-Residence Program web site: www.cies.org/vs_scholars

The Fulbright Program is sponsored by the Bureau of Educational and Cultural Affairs of the U.S. Department of State. CIES is affiliated with the Institute of International Education.



Global Impact: ***International Service Learning in the Developing World***

Global Impact.... is the Seattle Community College District students, faculty and staff partnering with Seattle-area medical, educational and service-oriented community organizations to deliver healthcare and volunteer service in developing countries. This program began in 2005 and approximately 75 people participate each summer.

Current programs are being offered in Vietnam, Peru, Tanzania and India during a 2 -3 wk period between summer and fall quarter. Faculty/Staff from the SCCD, Global Impact Advisory Board members and those who have participated in 2 or more of our trips are encouraged to apply to lead programs. Visit the website to download applications (leader application due in Fall for following summer) or to participate.

www.seattlecolleges.edu/globalimpact

Please check the District International Programs Website for Updates on forms to lead a study abroad program

SEATTLE COMMUNITY COLLEGE DISTRICT

NUMBER: 525.20

TITLE: FOREIGN TRAVEL COURSES

525.20 Foreign Travel

- travel arrangements should be commenced at the division/department level, at each campus.
- 525.20.2 Approval should be at the campus level.
- 525.20.3 Financial arrangements will be in accordance with College or institute procedures.
- 525.20.4 All trip proposals must be submitted in writing, together with objectives and course number to the campus vice president and president/vice chancellor or executive director.
- 525.20.5 Standardized forms developed by the college or the institute administration which detail the agreement made between the college and participants (including medical insurance, payment policy, refund, etc.) shall be signed by each participant and filed with the campus/institute business officer.
- 525.20.6 A performance bond and agreement between the college/institute and travel agency shall be filed with the campus business officer.
- 525.20.7 All compensation for instructors participating in foreign travel will be based on existing workload standards and be contracted in writing prior to the beginning of travel.
- 525.20.8 Tour Director : A tour director shall be selected by the instructional division of the college/institute.
- 525.20.9 Proposal Form: A tour proposal for the study tour shall be prepared by the tour director. This proposal shall include the following:
 - a. Objectives of the study tour
 - b. An outline of the formal study program
 - c. An itinerary of the field seminar
 - d. The time period of the formal study program and the field seminars, the number of participants, the class of travel as it relates to transportation, hotels and meals.

The proposal shall be approved by appropriate college administrative offices prior to travel agent selection.

- 525.20.10 Travel Agent Selection

A proposal outline developed under 525.20.9 indicating the tour objectives, countries to be visited and duration of stay should be submitted to three travel agencies (preferably

members of American Society of Travel Agencies) who will return proposals giving approximate costs and incorporate information regarding the following:

- a. Transportation itinerary
- b. Hotel accommodations
- c. Transfers
- d. Sightseeing arrangements, baggage handling, tips and taxes and may or may not include meals.
- e. Proposals should outline any additional or unique services of the particular agency.

The proposals from the travel agencies will be analyzed based on overall instructional benefits as well as cost. Decision of agency selection will be made by a committee consisting of the tour director, instructional vice president, department chairman, associate dean, and college business officer.

- 525.20.11 Travel Agent Agreement

The agreement between the college and the travel agent shall include:

- a. That the travel agent will negotiate to provide for sea, air, and land transportation, transfers, accommodations (meals and lodging), sightseeing and entertainment as described in the approved itinerary.
 - b. Relate to the availability of the kinds of travel insurance for participants.
 - c. Assistance in securing documentation (passports, visas, inoculations) for participants.
 - d. Cooperate with college in the development of a brochure for the study tour.
 - e. Statement of tour costs, payment schedule by college or to travel agent, refund by travel agent to college, and tour cancellation privileges.
 - f. Evidence of fundability and assurance of return trip capability.
- 525.20.12 Student Agreement Form

All participants shall be required to complete a student agreement form, wherein they acknowledge:

- a. College fees for classes
 - b. The cost of the tour
 - c. The payment schedule
 - d. The class withdrawal policy
 - e. The tuition refund policy
 - f. The tour cancellation refund policy
 - g. Other pertinent personal data as may be necessary.
- 525.20.13 College Business Office

This office in conjunction with the District budget office will establish a special account for each separate tour. All receipts and expenditures related to the tour will be recorded within this account.

- 525.20.14 Purchasing

Standard purchasing procedures of the college or institute will be followed in acquiring any other services which will be necessary for the successful operation of the tour.

Adopted: March 7, 1977

Format Change: June 14, 1993



Faculty Exchange Models

The Seattle Community College District has established linkages with institutions abroad in order to facilitate international faculty development and collaboration of curriculum and research as well as traditional faculty exchange. Initially, we have linked with institutions in New Zealand and Australia since we share a common language and cost of living. We also have agreements currently in Malaysia and Vietnam. There are other contacts at institutions around the world as well. The following models are designed to help you arrange an exchange with a colleague at your chosen institution. There are other models and approaches as well that may work more effectively in some cases.

Collaboration of Research or Curriculum

Instructors can either correspond directly with the contact person at the partner university or notify the International Programs Coordinator that they are interested in being linked with a colleague abroad for collaboration or an exchange visit. They will receive e-mail and/or fax contact information as available and may then correspond and share information.

Short Term Exchanges

Instructors are assisted in identifying a colleague in a like discipline. Instructors collaborate on a plan in which to host each other for a short period and discuss and draw up a program of professional development in which instructors can both share expertise and learn from the hosting institution. Instructors ideally host each other during the visit and arrange for housing and food, or agree to take care of these things independently. Both instructors apply for a travel grant from their home institution to cover international airfare.

Example:

In this model, instructor "A" from North Seattle Community College takes about 2 weeks of vacation time during the summer to visit the Auckland University of Technology. AUT is in session during this time period. Instructor "A" and her counterpart, Instructor "B", have established a program in which "A" has the opportunity to both share and learn from colleagues at AUT. Instructor "B" comes to North Seattle during about 2 weeks of his vacation break in New Zealand. North Seattle is in session. Instructor "A" hosts him and has developed a program with him to ensure a rewarding professional development experience.

Direct Course Load Exchange

The International Programs office assists instructors in identifying a colleague in a like discipline at a partner institution. Instructors collaborate on a plan in which to exchange course/work loads for an agreed period. For example, instructors choose one or two quarters and discuss and draw up a program of professional development in which instructors can both share expertise and learn from the hosting institution. Instructors ideally exchange accommodations or agree to assist each other in logistics. Instructors maintain their salary and apply for a travel grant (International Faculty Development Grant) from their home institution to cover international airfare.



How To Arrange a Faculty Exchange

The Seattle Community College District has formal exchange agreements with institutions in other countries. In addition, if you have a particular contact in another country you may be able to arrange a short term observational exchange.

1. Let your campus administrator know you are interested in doing an exchange for informal prior approval. Send an e-mail or note to Andrea Insley, District Coordinator for International Programs or ainsle@sccd.ctc.edu. Provide your name and contact information, what courses you teach, where you would like to go, and the approximate time frame (from when to when). OR contact the institution of choice directly and copy your correspondence to Andrea Insley for support purposes.

2. We will try to connect you by e-mail/fax with a colleague at one of our sister institutions who is also interested in doing an exchange.

3. Using guidelines and proposal forms contained in the International Faculty Development Handbook, you will then be responsible to work out the details of your exchange together with your colleague. The Coordinator of International Programs can assist you if you have questions or concerns. Determine if you will be applying for a sabbatical or an outside grant for funding. Apply by deadlines.

4. We will create a contract for the exchange and assist with the visa paperwork for the incoming faculty member to the SCCD.

Faculty and Student Exchange Agreements

Royal Melbourne Institute of Technology

Royal Melbourne Institute of Technology (RMIT) University is one of Australia's largest, oldest and most successful universities. RMIT boasts almost 50,000 students and 3,000 staff with more than 75,000 alumni. Based in Melbourne, capital of the State of Victoria, RMIT has three main campuses and a technology estate. Through partnerships with colleges, universities and professional associations, RMIT courses are taught in a dozen countries. RMIT is a leader among Australian universities operating internationally, and plans to continue developing that global perspective. <http://www.rmit.edu.au/>

Auckland University of Technology

From its beginnings more than a hundred years ago, the Auckland University of Technology (AUT) has positioned itself as one of New Zealand's largest and most progressive educational institutions. What sets AUT apart in tertiary education are its exceptionally strong relationships with business, industry, the service professions and the community as a whole. Vibrant and dynamic, Auckland University of Technology offers a range of relevant programs from post-graduate, undergraduate, diploma and certificate level to short courses and seminars. It is the emphasis on a combination of theoretical knowledge and practical experience that provides the hallmark of a tertiary institution which has helped educate more than 600,000 students since 1895. <http://www.aut.ac.nz/> chris.hawley@aut.ac.nz

University of Danang, Vietnam

The SCCD recently signed a memorandum of understanding to facilitate student and faculty exchange in Vietnam. The University of Danang, located in Danang City, has an excellent facility and a wide range of programs from undergraduate through doctoral level. They also are actively involved in international education. If you are interested in visiting, please contact Mr. Ha, Director of International Cooperation.

www.ud.edu.vn/en

Duong Mong Ha Email: dmha@ud.edu.vn

Limkokwing University College of Creative Technology, Selangor, Malaysia

Our Agreement with Limkokwing University College of Creative Technology provides opportunities for faculty exchange in areas such as Apparel Design, Graphic Design, Business, IT and other areas. Please review the website. If you are interested in contacting this institution to be connected with faculty in your discipline for curriculum or information exchange, please direct your question to their designated contact below. www.limkokwing.edu/my

Ms Gail Phung, Senior Vice President, Corporate Development gailp@limkokwing.edu.my Tel (603) 8317-8888, Fax (603) 8317-8988



Short Term Exchange Proposal

SCCD APPLICANT INFORMATION:

Name: _____

Mail: _____

Telephone: _____

Fax: _____

Division: _____

Campus: _____

Division Supervisor: _____

Full-time _____ Part-time _____

EXCHANGE PARTNER:

Name: _____

Mail: _____

Telephone: _____

Fax: _____

Division: _____

Campus: _____

Division Supervisor: _____

Please be sure to do the following: List your proposed dates of exchange for both partners. Include your exchange partner's resume. List your goals and objectives. List a detailed schedule of your proposed professional development activities and how each relates to your desired outcomes.

After your 1) exchange partner's institution, 2) division chair and the 3) vice-president of Instruction have signed your proposal, please submit to International Faculty Development at 2SA 102 (Tel: **587-3899**).

SCCD Faculty Applicant Date

Date Exchange Institution Faculty Applicant Date

Division Head Date

Date Division Head Date

Vice-President of Instruction Date

Date Authorized Administrator Date

Short term exchanges are encouraged during SCCD vacation periods (when the host institution is in session) for the least possible classroom disruption. All travel and living arrangements are to be negotiated between faculty participants at each institution. Limited grant money is available for international airfare through the International Faculty Development Grant.



FACULTY EXCHANGE PROPOSAL: Course Load Exchange

Name: _____

E-Mail: _____ Telephone: _____ Fax: _____

SCCD Campus and
Division: _____

Name of Exchange
Partner: _____

E-Mail: _____ Telephone: _____ Fax: _____

Institution _____ Country: _____
:

Name of Division Supervisor at Host
Institution: _____

Supervisor's
E-Mail: _____ Telephone: _____ Fax: _____

Proposed Dates of
Exchange: _____

- Please include your exchange partner's resume and a capability statement regarding which courses in the SCCD curriculum the partner is qualified to teach.
- The dean/division head and president from each institution must authorize your proposed exchange. Please check with your own campus administrators for prior approval before beginning to plan an exchange. Please plan ahead at least 6-9 months to allow for planning and course scheduling.
- Faculty will generally retain their own salaries and benefits. Please note that you are required to contact the Health Care Authority to verify your coverage while abroad under your chosen medical/dental plan. All travel and living arrangements are to be negotiated individually by faculty participants. Limited grant money can be applied for international travel through the International Faculty Development Grant (up to \$1,250).

Course Load Exchange Proposal

(Note: Direct course load exchanges are encouraged as they require the least amount of disruption to sending and receiving divisions.)

During the exchange term, the faculty exchange

participant,

_____,
name

is qualified to teach the courses listed below which are

offered at

_____.
institution

(alternate)

(alternate)

During the exchange term, the faculty exchange

participant,

_____,
name

is qualified to teach the courses listed below which

are offered at

_____.
institution

(alternate)

(alternate)

If a faculty participant is unable to complete a full term at one of the institutions, please explain how this issue will be addressed:

Please describe any special considerations regarding this exchange proposal:

A Faculty Mentor from the sending division of each of the exchange institutions will be responsible for assisting the exchange partner.

(name of mentor, SCCD)

(signature of faculty mentor)

(name of mentor, exchange institution)

(signature of faculty mentor)

Seattle Community Colleges District

(Exchange Institution)

Faculty Applicant, Date

Faculty Applicant, Date