



APPENDIX L Applying to Teach in an Existing TnCIS Program

The Tennessee Consortium for International Studies (TnCIS) accepts applications to teach in its study abroad programs from faculty members at any Tennessee Board of Regents (TBR) member institution. The course offerings are different each year. Each program has a Program Director who works with all teaching faculty to organize courses within a program during the preceding academic year. Faculty members from all member institutions are invited to submit an application to teach a course in their field in one of the existing programs. Please check with your institutional rep to determine if you qualify to be approved to teach in a TnCIS program (i.e. some institutions do not approve adjunct faculty applications.) The course can be a regular offering in your department which you adapt to teach abroad or you might also use a special topics or seminar course to do something abroad which is more unique.

Please note: Most programs invite applications from all academic fields. Some programs have a special focus which may not suit your field. Please read the [Program Descriptions for Prospective Faculty](#) for details on each program. Please contact TnCIS for specific questions about your program of interest.

Please read all of the instructions below before beginning the online application.

1. Complete the [Online Faculty Application](#) (Appendix M TnCIS Online Application) in its entirety. (Please note: It is not possible to print out a readable copy of the application from the online application screen.) After you submit the application, you will receive an email confirmation that it was received along with a printable version of the application. Print out a hard copy of the emailed application to use when submitting your application for approval at your institution.
2. Download the [Institutional Approval Form](#) (Appendix B Institutional Approval Form) which will need to be signed by your Supervisor(s), your Chief Academic Officer, your President, and the TnCIS Representative at your institution. See [Members](#) on the TnCIS website for the contact information of your TnCIS representative. Attach the blank approval form to the printed email version of your application (see item #1 above), your curriculum vitae (CV) and your syllabus. Submit all documentation to your supervisor for approval and routing.
3. As part of the online application, you will upload your CV. Please use the **short form** of your CV. The application will only accept an electronic version of your CV as a .doc or .docx (Microsoft Word) file. Please include your name as part of the file name. Please be aware that your CV will be made available online to TBR and the CAO's of each member institution.
4. As part of the online application, you will also upload your syllabus. Please provide a standard syllabus for your course using the TnCIS Syllabus Outline (Appendix C TnCIS Syllabus Outline). The application will only accept an electronic version of your syllabus as a .doc or .docx file. Please include your name and program country as part of the file name. Please remember that all courses must comply with Southern Association of Colleges and Schools (SACS) standards and reflect the same rigor as expected by any course on your campus. Make sure to communicate, either in your course description or in another section, how you intend to incorporate the program site into your course content. If you intend to incorporate excursions into your course, please include tentative plans for them.
5. All faculty applying to teach in a TnCIS program are required to submit an official transcript for SACS verification purposes. Official transcripts showing most recent

degree and/or coursework that qualify the faculty member to teach the proposed courses should be submitted.

6. New Program Directors are required to attend the TnCIS Annual Conference held in the fall of each year. Faculty who have never taught with TnCIS and returning faculty are strongly encouraged to attend this conference.
7. Please keep in mind that there are mandatory faculty orientation meetings leading up to the on-site programs. Please check the TnCIS website for dates and times during the application process.

Complete application packets, including all supporting documents and signed cover sheet are due in the TnCIS office no later than mid February. If you have any questions about the application process, please call the TnCIS office at 865.539.7279.

Faculty Benefits

Faculty members teaching in a TnCIS program receive the following:

- \$2,000 remuneration from TnCIS
- Any required visitor's visa (cost reimbursement)
- Roundtrip (economy) international airline ticket out of Nashville, Tennessee
- Room and board during the program
- All transportation and entry tickets on sponsored excursions
- Limited health insurance while abroad

Expenses not covered by TnCIS:

- Passport
- Health insurance (beyond the limited insurance provided abroad)
- Transportation to and from the departure airport
- Transportation to and from the faculty/student orientations
- Personal spending money