



FACULTY APPLICATION PACKET

- ✚ Complete the *Faculty Application* in its entirety and send it to the TnCIS office (address on application).
- ✚ Submit an electronic version of your curriculum vita (in its short form if possible) to: tncis@pstcc.edu
- ✚ Submit an electronic version of a standard syllabus for your proposed course to: tncis@pstcc.edu
- ✚ Please note that your application will need to be approved by both your appropriate campus supervisor(s) and the TnCIS representative at your institution. See MEMBERS on the TnCIS website for the contact information for your TnCIS representative.
- ✚ Please keep in mind that there is a mandatory faculty orientation meeting leading up to the summer programs held in late March or early April, 2009

All applications are due in the TnCIS office no later than April 15, 2008

If there are any questions about the application process, please call the TnCIS office at 865 539 7268.

Faculty Benefits

Faculty members teaching in a TnCIS program receive the following:

- ***\$2,000 remuneration from TnCIS***
- ***International airline ticket from Tennessee***
- ***Board and Room during the program***
- ***All transportation and entry tickets on sponsored excursions***
- ***A faculty International I.D. card***

Expenses not covered by TnCIS:

- ***Passport***
- ***Health Insurance***
- ***Transportation to the Departure Airport***
- ***Transportation to the Faculty/Student Orientation***
- ***Personal Spending Money***

Tennessee Consortium for International Studies
FACULTY APPLICATION FORM
Summer Programs

PERSONAL INFORMATION (Please complete all sections)

Name _____ Highest degree achieved _____

TnCIS Consortium Institution _____ Department _____

Campus Address _____ Phone _____

_____ Fax _____

E-mail _____ Academic position _____

Home Address _____ Land Phone _____

_____ Cell Phone _____

PROGRAM TO WHICH YOU ARE APPLYING: _____

◆ Each faculty teaches one course in the program (unless otherwise specified in the program description). If you would like to propose teaching a course in a TnCIS program, first consult the program description on the web site under FACULTY, then program descriptions for prospective faculty, to confirm that courses in your academic discipline are appropriate to that program. Provide the course name and number (rubric) as it would appear in your catalogue and provide a brief course description. In some cases it may be appropriate to use a Special Topics course number.

COURSE TITLE _____

COURSE DESCRIPTION

Approval by appropriate campus supervisor(s) _____
Signature Date

Office address of supervisor: _____
 (Note: a summary of the students' faculty evaluations will be sent to the supervisor after the program ends.)

Approval by Dean (if applicable) _____
Signature Date

Approval by CAO: _____
Signature Date

Approval by President: _____
Signature Date

Approval by TnCIS campus representative: _____
Signature Date

Please submit the complete application, complete course syllabus, and vita to the TnCIS office no later than February 1.

You will be notified in late May

**Tennessee Consortium for International Studies
 Pellissippi State Technical Community College
 P.O. Box 22990 – 10915 Hardin Valley Road
 Knoxville, TN 37933-0990**

PLEASE PROVIDE RESPONSES TO ITEMS I, II and III

I. Applicant's Background

- A. Are you familiar with the country in which you wish to teach? Please describe your experience.
- B. If you have not traveled in this country, how do you plan to acquire the necessary information to maximize the effectiveness of your course?
- C. What languages do you know or plan to study that will make your travel/teaching more effective?
- D. Do you have any medical condition that might affect your teaching or traveling abroad?

II. Applicant's Course Proposal

- A. Please provide a standard syllabus for your course, listing the course requirements, possible readings requirements, and means of evaluating students. Download and use if at all possible the Master Syllabus Template from the TnCIS website located at http://www.tncis.org/existing_program.php. Please remember that all courses must comply with SACS standards and reflect the same rigor as expected by any course on your campus.
- B. What are the advantages to teaching the courses at the particular program site? Be Specific about what places of interest you think might prove ideal for field trips from the TnCIS program site(s).
- C. Do you have contacts abroad which might be willing to contribute to your classes as guest lecturers?
- D. What special equipment, materials, classrooms, libraries, etc. do you need for the proposed courses?

III. Recruitment

- A. Describe briefly your plan for recruitment. This may include class visits, advertising and promotional activities, etc.