



TnCIS utilizes an online application process for faculty desiring to teach in an existing program. Information requested during that process is shown below.

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Please read all instructions for completing this application before you begin. You will need to upload documents and should be aware of all requirements as outlined on the [Teaching in an Existing TnCIS Program](#) webpage.

PART I: Personal Information (Please complete all sections)

First Name

Middle Name

Last Name

Highest Degree Achieved

TBR Institution

Department

Campus Address

City

State

Zip Code

Office Phone

Fax

Preferred Email

Academic Position

Home Address

City

State

Zip Code

Land Phone

Cell Phone

Please upload your CV (must be a .doc or .docx file):

Program to which you are applying:

Part II: Applicant and Course Details (Please complete all sections)

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. Please also be sure to use the syllabus template unless inappropriate.

Course Title

Course Number (Rubric)

Prerequisites:

Please upload your course syllabus (must be a .doc or .docx file)

Course Description:

Applicant Background: Are you familiar with the country in which you wish to teach? Please describe your experience.

Applicant Background: If you have not traveled in this country, how do you plan to acquire the necessary information to maximize the effectiveness of your course?

Applicant Background: What languages do you know or plan to study that will make your travel/teaching more effective? (for non-English speaking countries only)

Course Proposal: What are the advantages to teaching the courses at the particular program site? In addition, give specific places of interest you think might prove ideal for field trips from the TnCIS program site(s).

Course Proposal: Do you have contacts abroad which might be willing to contribute to your classes as a resource or guest lecturer?

Course Proposal: Are there any special needs or equipment related to your course? Please give any necessary details.

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