

October 2018

**THE CALIFORNIA STATE UNIVERSITY INTERNATIONAL PROGRAMS  
RESIDENT DIRECTOR APPLICATION**

**OPENINGS FOR INTERNATIONAL PROGRAMS (2020-2021)**

**RESIDENT DIRECTORS**

**12-MONTH FULL-TIME APPOINTMENTS** will be made to the following countries:

FRANCE                      University of Aix-Marseille III, Aix-en-Provence and MICEFA, Paris  
(Resident Director is based in Aix and oversees both programs.)

SPAIN                        University of Granada and the University of Madrid  
(Resident Director is based in Madrid and oversees both programs.)

Attached are: (1) Appointment, Qualifications and Duties Statement; (2) Application Procedure and Instructions; (3) Application Forms including a Checklist. Completed application with relevant forms is due by email or mail to CSU International Programs no later than December 1.

For further information, please contact your campus representative to the Academic Council on International Programs (ACIP). Click [here](#) for contact information.

**DEADLINE IS DECEMBER 1**

**CSU Campuses**

Bakersfield  
Channel Islands  
Chico  
Dominguez Hills  
East Bay

Fresno  
Fullerton  
Humboldt  
Long Beach  
Los Angeles  
Maritime Academy

Monterey Bay  
Northridge  
Pomona  
Sacramento  
San Bernardino  
San Diego

San Francisco  
San José  
San Luis Obispo  
San Marcos  
Sonoma  
Stanislaus

## THE CALIFORNIA STATE UNIVERSITY INTERNATIONAL PROGRAMS

### RESIDENT DIRECTOR APPOINTMENTS, QUALIFICATIONS, AND DUTIES

A Resident Director of The California State University International Programs (CSU IP) is a full-time, tenured or tenure-track faculty member holding a teaching or administrative appointment on a CSU campus who is appointed to provide academic, administrative, and fiscal supervision of an overseas study center, under the direction of the Director of International Programs.

#### APPOINTMENT

Resident Directors are appointed by the Director of International Programs with the concurrence of the appointee's campus administration. Appointments are normally made for a period of one year unless otherwise specified. Appointments are subject to funding by the State of California and The California State University through its Board of Trustees and Chancellor's Office. To allow Resident Directors ample time after appointment to prepare for their tenure abroad, they are appointed as far in advance of their service overseas as possible--usually a year.

Twelve-month appointments are made under Classification Code 2321 for France and Spain.

#### PAY

The faculty member continues to be a campus employee during the year they are abroad and the campus pays the Resident Director. If the faculty member is currently in a ten-month (academic year) position they are moved to a twelve month position resulting in an increase of approximately 15% plus the 10% for the overseas assignment. The 10% differential is designed partially to compensate the Resident Director for those special expenses associated with overseas service. No additional source of compensation for such expenses is provided.

Travel expenses from California to the study center and return, plus an allowance for program-related local travel expense, are paid by the Office of the Chancellor. There is no travel allowance for spouses or dependents. Resident Directors are entitled to a maximum of seven days per diem while locating housing.

#### CAMPUS REIMBURSEMENT

CSU IP reimburses the CSU campus at a set replacement cost rate (Assistant Professor, class code 2361, minimum salary range plus approximately 25%), plus benefits.

#### SELECTION

The Faculty Affairs Committee of the Academic Council on International Programs (ACIP) screens the applications, conducts personal interviews with selected applicants, and recommends to the Director of International Programs those applicants considered by the committee to be best qualified. Final appointments are made by the Director of International Programs upon recommendation of the ACIP. The selection process schedule is:

- October 2018 - Application materials sent to campuses and also available at [Faculty Resources](#)
- December 1 - **Deadline** for **all** application materials (**including References**) to be received in the CSU International Programs
- January 2019 - Faculty Affairs Committee reviews applications via telephone conference
- February - Personal interviews of the finalists are conducted on site at the CSU Chancellor's Office in Long Beach. Applicants must be available on any of these dates for interviewing in order to be considered for an appointment

- March - The Faculty Affairs Committee submits its recommendations to the Director of International Programs
- April - Announcement of appointees sent to campuses

### **RESIDENT DIRECTOR QUALIFICATIONS**

1. **ACADEMIC STATUS:** An applicant must be a full-time, tenured or tenure-track faculty member holding a teaching or administrative appointment on a California State University campus, possess a terminal degree, and have appropriate overseas experience. Faculty participating in the Faculty Early Retirement Program (FERP) are not full-time and therefore are not eligible.

2. **LINGUISTIC AND CULTURAL COMPETENCE:**

- FRANCE: Near-native fluency in French is required.  
 SPAIN: Near-native fluency in Spanish is required.

3. Extent and recency of experience in the host country, particularly in higher education.

4. Ability to work effectively with students, administer, and coordinate all aspects of the International Program at the study center abroad, and represent the Program effectively to foreign university and government officials. It is particularly desirable that the applicant have had experience in expending and accounting for state funds.

5. **SPECIAL QUALIFICATIONS:**

- FRANCE: Knowledge of the University of Paris system preferred.

The Committee's decision will also be influenced by the applicant's:

- extent of prior experience in the host country; particularly in higher education
- demonstration of a genuine interest in and concern for students;
- involvement in and active commitment to international education (especially student education and CSU International Programs);
- degree of language ability and cultural familiarity; and
- personality traits such as initiative, flexibility, and adaptability.

### **DUTIES**

Listed below is a representative sampling of typical Resident Director duties and responsibilities.

**GENERAL**

1. Maintain official contact with the host university (universities) or affiliated educational institution(s) and relevant government offices of the host country.
2. At the request of the Director of International Programs, undertake negotiations with the host institutions and housing entities for renewal or substitution of instructional facilities and student board and housing arrangements for the subsequent academic year.
3. Report regularly to the Director of International Programs.
4. Where an autonomous CSU academic center (i.e., one not affiliated with a foreign educational institution) is maintained, supervise all aspects of the curriculum, including making recommendations on course and faculty selection.
5. Carry out additional assignments made by the Director of International Programs.

The position of Resident Director does not allow time for extensive research. Returning Resident Directors agree that the necessity of maintaining accurate and detailed records often demanded many more hours work than they expected and that they had little time for research, personal travel, etc. Applicants for the position of Resident Director should realize that, if selected, they will be accepting an assignment with extensive full-time administrative responsibilities.

Please note that after exit from the RD assignment (i) the summary of a Resident Director Performance Debriefing with the Faculty Affairs Committee and (ii) the results of portions of the student survey pertaining to RD performance will be placed in the IP files for future reference.

#### **ACADEMIC AFFAIRS**

1. Provide academic advice to participating students and give final approval to course enrollments.
2. Provide continuous supervision and evaluation of the academic work of participating students.
3. Report coursework undertaken and completed by students in accordance with established procedures, including an evaluation of academic work in terms of CSU requirements.

#### **STUDENT AFFAIRS**

1. Counsel and advise students on non-academic aspects of the study-abroad experience, and arrange periodic field trips and social activities.
2. Ensure that students observe all relevant regulations of academic and housing entities of the host country as well as the regulations of the International Programs.
3. Maintain detailed records of all participating students regarding emergency address, medical insurance, financial aid arrangements, etc.
4. Assist individual students in the conduct of their personal affairs and in their adjustment to the foreign experience.
5. Keep the CSU International Programs informed of changes in individual student personal status, such as marriage, disenrollment, probation, major illness, etc.

#### **FISCAL AFFAIRS**

1. Maintain accounts in a foreign bank, receive and disburse funds as appropriate from State and Program accounts, and provide a monthly reconciliation of the bank account.
2. Submit regular monthly reports of receipts and disbursements to the Assistant Director, Finance, International Programs.
3. Be responsible for keeping expenditures within the amounts budgeted for the various allotments.
4. Provide for the proper maintenance of the overseas facilities, furniture, and equipment, including detailed inventories.
5. Aid in the negotiation of contracts for overseas facilities and personnel.

**THE CALIFORNIA STATE UNIVERSITY INTERNATIONAL PROGRAMS****RESIDENT DIRECTOR APPLICATION PROCEDURE AND INSTRUCTIONS****PROCEDURE**

Applicants for the position of Resident Director in the International Programs often ask what information the Faculty Affairs Committee uses to rank the order of applicants. The following information is provided to give applicants some idea of the application and screening process.

Prior to applying, the applicant should read the [Resident Director's Handbook](#) and Academic Bulletin.

The applicant must submit the following completed forms to [csuip@calstate.edu](mailto:csuip@calstate.edu) no later than December 1:

- Application
- Application Statement
- Sample Pre-departure Letter to IP Students
- Up-to-date Curriculum Vitae (three single sided pages maximum)
- Language Self-Evaluation
- Three References on Campus Letterhead
- Signed Checklist

The applicant must provide **THREE REFERENCES** (additional references will not be accepted).

- One reference must be from your Chair, Dean, or Academic Vice President/Provost;
- One reference must be from an individual of your choice, also employed on your campus;
- One reference can come from anyone of your choice.

PLEASE EMAIL RD APPLICATION MATERIALS AND REFERENCE LETTERS TO [CSUIP@CALSTATE.EDU](mailto:CSUIP@CALSTATE.EDU).

**REAPPLICATION**

Individuals not chosen on first application may apply again. Because of variation in both the number and qualifications of applicants, candidates may be ranked very differently from one year to the next.

PREVIOUS APPLICANTS need to complete the **Application, Resident Director Application Statement, Resident Director Sample Pre-departure Letter to IP Students, Language Self-Evaluation, and Curriculum Vitae** each year; however, the same **References** may be used for two consecutive years.

Anyone who has just served as Resident Director may not apply again for the two consecutive years immediately following his/her term as Resident Director.

In addition, upon selection, a candidate may not reapply in the following application cycle.

Please click [here](#) for record of previous resident director applications submitted to CSU IP.

**THE SCREENING COMMITTEE**

The Faculty Affairs Committee of the Academic Council on International Programs serves as the screening committee for Resident Director Applicants. The membership of the committee includes faculty from CSU campuses, and IP Coordinator, and a student who is a former participant of the International Programs.

**SELECTION**

The Faculty Affairs Committee considers the following when reviewing the written applications and during personal interviews:

- A full-time, tenured or tenure-track faculty member who holds a teaching or administrative appointment (faculty on Faculty Early Retirement Program (FERP) are not full-time and therefore are not eligible).
- Possession of a Ph.D. or other terminal degree;
- Ability in the language and cultures of the host country (see page 3);

- Prior overseas experience, including:
  - **recent** experience in the host country
  - experience of **higher** education in the host country, and
  - general experience living abroad;
- Applicant's **Resident Director Application Statement**;
- Applicant's **Sample Pre-departure Letter to IP Students**
- Evidence of a genuine involvement with and concern for students and their problems;
- Involvement in the CSU International Programs activities on home campus;
- Administrative experience;
- Fiscal management experience;
- As explained above, the applicant must provide **three** References (additional references will not be accepted).
- Other pertinent information from the personal interview.

All applications are screened by the Faculty Affairs Committee. Finalists must participate in the scheduled on site interview at the CSU Chancellor's Office in downtown Long Beach. At that time, the applicant's language ability will be assessed in an oral interview. Applicants will be reimbursed for in state travel to attend this interview (we cannot reimburse applicants for per diem or lodging).

## INSTRUCTIONS

**RESIDENT DIRECTOR APPLICATION**--Provide all requested information.

**RESIDENT DIRECTOR APPLICATION STATEMENT** --The job of Resident Director is a complex and demanding one. Please review the requirements for Resident Directors listed below. In the Resident Director Application Statement, please indicate how your experiences and training have prepared you to carry out these responsibilities. In addition, please describe your personal and professional goals in seeking this position. Please limit your response to 500 - 750 words, 11 or 12 font size. Please attach the statement as a pdf copy to your application.

- **INVOLVEMENT WITH AND COMMITMENT TO INTERNATIONAL EDUCATION.** Resident Directors must have a commitment to international education and believe in its value to students in broadening their experience by exposing them to other cultures and educational opportunities.
- **COMMITMENT TO STUDENTS.** Resident Directors are a principal source of support and guidance for students who are undergoing the stress of adapting to an unfamiliar academic and cultural environment. The Resident Director also has specific assigned duties relating to the academic supervision, personal well-being, and safety of students in his or her charge. Carrying out these duties requires a genuine interest in the development of students, an approachable demeanor, and the ability to communicate effectively with students in sometimes challenging circumstances. The Resident Director must be responsive to student needs while applying the rules and policies of CSU IP.
- **CROSS-CULTURAL SENSITIVITY.** Effective Resident Directors are expected to be sensitive to cultural differences.
- **CREATIVE PROBLEM SOLVING.** Academic administration often deals with complicated and ambiguous situations and issues. This aspect of the Resident Director's work as an academic administrator is increased in an international and intercultural environment. Effective Resident Directors possess the requisite good judgment, creativity, poise, and tact to deal with ambiguous and unique situations as they occur and to inform and consult with CSU IP in a timely manner. They also possess the ability to maintain their composure and exercise leadership.
- **FISCAL RESPONSIBILITY.** International Programs Resident Directors act as fiscal agents of the State of California. They are charged with the responsibility to make effective and appropriate use of limited budgetary resources. They are expected to follow the requirements of state law and regulation and to implement CSU policy and procedure in the disbursement and accounting of funds entrusted to their care. This includes timely reporting and maintenance of detailed financial records as specified by CSU IP.
- **EFFECTIVE COMMUNICATION.** Resident Directors must maintain an effective line of communication with the CSU International Programs in order to transfer vital information in a timely manner. The Resident Director must keep CSU IP up to date on the problems and needs of the students, developments within the host university, and current events. A thoughtful, cooperative, and professional approach to written and verbal communication is required.
- **ADHERENCE TO INTERNATIONAL PROGRAMS GUIDELINES.** Every CSU program in a foreign country reflects a long developmental history. Guidelines have been established for ensuring both the academic integrity of the student's program and the high quality of the educational experience. Adherence to these International Programs guidelines is a responsibility which the Resident Director has to both the students and each of the campuses in the system. Resident Directors are expected to function as partners in a team effort which combines the Chancellor's Office staff, CSU campus administrators and faculty, International Programs overseas staff, and the officials of the foreign host institutions with which the International Programs is affiliated.

**RESIDENT DIRECTOR SAMPLE PRE-DEPARTURE LETTER TO IP STUDENTS** - The Faculty Affairs Committee requests that you submit a letter which you might send to students selected to participate prior to departure to their study center at the beginning of the academic year. This letter should include an introduction of yourself, a brief statement of what the year holds for students in the way of both academic and cultural activities, what you expect from students as well as the kind of services you intend to provide and any other information that you wish to supply. Please attach a pdf copy of the Resident Director Sample Pre-departure Letter to your application and limit your letter to 500 - 750 words, 11 or 12 font size.

**RESIDENT DIRECTOR LANGUAGE SELF-EVALUATION** -- Please complete the attached Language Self-Evaluation Form.

**REFERENCES** – Please have three Resident Director Reference Cover Sheets completed, with reference letters, emailed to [csuip@calstate.edu](mailto:csuip@calstate.edu) directly from the evaluator. You should enter your name and country applied for at the top of the page.

- One reference must be from your Chair, Dean, or Academic Vice President/Provost;
- One reference must be from an individual of your choice, also employed on your campus;
- One reference can come from anyone of your choice.

**CURRICULUM VITAE** -- Please submit an up-to-date curriculum vitae (three single sided pages maximum).

**INFORMING YOUR DEPARTMENT** -- Should you be selected to serve as an International Programs Resident Director, your appointment and subsequent extended absence from campus will have a significant impact on your department and college or school. As a matter of courtesy, and to assure the Faculty Affairs Committee and the Office of the Chancellor of your availability to serve, please inform the appropriate individual(s) on your campus that you have submitted an application to serve as Resident Director and the time period of your potential absence. Please complete the item relating to this action in the Checklist when it has been completed. In the event you are selected for an interview, a copy of the notification will be sent to your campus Academic Vice President and his/her approval of your potential appointment will be requested.

**CHECKLIST** -- Please complete the checklist, sign, and date it and submit it with your application materials to CSU IP no later than December 1.



**THE CALIFORNIA STATE UNIVERSITY  
INTERNATIONAL PROGRAMS**

**RESIDENT DIRECTOR APPLICATION**

\_\_\_\_\_  
Country for which you are applying

**PERSONAL DATA**

_____ Last Name	_____ First Name	_____ Middle Name
_____ Department	_____ Home address	
_____ CSU Campus	_____ (Home) City	_____ State      Zip Code
_____ Office and Department Telephone Numbers	_____ Home Telephone Number	
_____ Fax Number	_____ E-Mail address	
_____ Position		

**EDUCATION**

Degree	Institution	Field	Year Granted
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**LANGUAGE PROFICIENCY**

Languages	Degree of Fluency (indicate if native)	Years Studied:	
		High School	College
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**DEADLINE DATE IS DECEMBER 1**

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**ADMINISTRATIVE EXPERIENCE:** Note: Please do not list committee assignments unless they have involved direct supervisory or management experience.

**ACADEMIC:** such as dean, department chair, project director, supervisor, administrative officer, etc.

Position	From	To
Description of Duties		

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**FISCAL:** such as direct budget management, disbursement of funds, bank reconciliations, foreign currency exchange, management of major accounts.

Position	From	To
Description of Duties		

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**STUDENT:** including both academic and personal counseling.

Position	From	To
Description of Duties		

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**CSU INTERNATIONAL PROGRAMS INVOLVEMENT**

Description of involvement

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**INTERNATIONAL EXPERIENCE**

in the country for which you are applying, please begin with the most recent:

From	To	Purpose
Other Countries		



THE CALIFORNIA STATE UNIVERSITY  
INTERNATIONAL PROGRAMS  
401 Golden Shore, Sixth Floor  
Long Beach, California 90802-4210  
562.951.4790

CHECKLIST

*I have read the instructions carefully and I have included the following in my application:*

- \_\_\_\_\_ 1. Resident Director Application
- \_\_\_\_\_ 2. Resident Director Application Statement
- \_\_\_\_\_ 3. Resident Director Sample Pre-departure Letter to IP Students
- \_\_\_\_\_ 4. Up-to-date Curriculum Vitae (three single sided pages **maximum**)
- \_\_\_\_\_ 5. Resident Director Language Self-Evaluation

**References**--Designate three individuals who will complete references and submit them directly to CSU IP. You should enter your name and country you are applying for on the form.

- One reference must be from your Chair, Dean, or Academic Vice President/Provost;
- One reference must be from an individual of your choice, also employed on your campus;
- One reference can come from anyone of your choice.

Please use the attached Resident Director Reference Cover Sheet for your references. Please list the names of your references. These references must be received by CSU International Programs no later than December 1.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

The following administrators (Department Chair, Dean of School or College, etc.) on my campus have been informed that I am submitting this application.

Name \_\_\_\_\_ Position \_\_\_\_\_  
Name \_\_\_\_\_ Position \_\_\_\_\_

**ALL APPLICATION MATERIALS (INCLUDING RD REFERENCES) MUST BE EMAILED TO [CSUIP@CALSTATE.EDU](mailto:CSUIP@CALSTATE.EDU) BY DECEMBER 1.**

**Interviews tentatively scheduled for  
March 2019 and are subject change.**

**I am available on the above dates for the on-site interview at the CSU Chancellor's Office in Long Beach, in order to be considered for a Resident Director appointment.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**THE CALIFORNIA STATE UNIVERSITY  
INTERNATIONAL PROGRAMS**

**RESIDENT DIRECTOR REFERENCE COVER SHEET**

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Country applicant is applying for

**TO BE COMPLETED BY REFERENCE:**

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Campus and Department

\_\_\_\_\_  
Relationship to applicant

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
The period of time during which you had an  
opportunity to observe this applicant.

\_\_\_\_\_  
City/State/Zip

PLEASE NOTE THAT CSU IP WILL NOT ACCEPT ELECTRONIC COPIES OF REFERENCE LETTERS. ORIGINAL SIGNATURES ARE REQUIRED ON ALL DOCUMENTS.

Please specify why this individual is qualified for the position of resident director, in the process noting any particular strengths or weaknesses relevant to the position. Comment on each of the following requirements to the best of your knowledge.

1. **INVOLVEMENT WITH AND COMMITMENT TO INTERNATIONAL EDUCATION.** Resident Directors must have a commitment to international education and believe in its value to students in broadening their experience by exposing them to other cultures and educational opportunities. Please evaluate the applicant's involvement in the CSU International Programs, if you can.
2. **COMMITMENT TO STUDENTS.** Resident Directors are a principal source of support and guidance for students who are undergoing the stress of adapting to an unfamiliar academic and cultural environment. The Resident Director also has specific assigned duties relating to the academic supervision, personal well-being, and safety of students in his or her charge. Carrying out these duties requires a genuine interest in the development of students, an awareness and sensitivity to diversity issues, e.g., gender, race, and ethnicity, sexual preference, etc., an approachable demeanor, and the ability to communicate effectively with students in sometimes challenging circumstances. The Resident Director must be responsive to student needs while applying the rules and policies of the CSU International Programs.
3. **CROSS-CULTURAL SENSITIVITY.** To be effective Resident Directors must be sensitive to cultural differences.
4. **CREATIVE PROBLEM SOLVING.** Academic administration deals with complicated and ambiguous situations and issues. This aspect of the Resident Director's work as an academic administrator is increased in an international and intercultural environment. Effective Resident Directors possess the requisite good judgment, creativity, poise, and tact to deal with ambiguous and unique situations as they occur and to inform and consult with the CSU International Programs in a timely manner. They also possess the ability to maintain their composure and exercise leadership.
5. **FISCAL RESPONSIBILITY.** International Programs Resident Directors act as fiscal agents of the State of California. They are charged with the responsibility to make effective and appropriate use of limited budgetary resources. They are expected to follow the requirements of state law and regulation and to implement CSU policy and procedure in the disbursement and accounting of funds entrusted to their care. This includes timely reporting and maintenance of detailed financial records as specified by the CSU International Programs.
6. **EFFECTIVE COMMUNICATION.** Resident Directors must maintain an effective line of communication with the CSU International Programs in order to transfer vital information in a timely manner. The Resident Director must keep the CSU International Programs up to date on the problems and needs of the students, developments within the host university, and current events. A thoughtful, cooperative, and professional approach to written and verbal communication is required.
7. **ADHERENCE TO INTERNATIONAL PROGRAMS GUIDELINES.** Every CSU program in a foreign country reflects a long developmental history. Guidelines have been established for ensuring both the academic integrity of the student's program and the high quality of the educational experience. Adherence to these International Programs guidelines is a responsibility which the Resident Director has to both the students and each of the campuses in the system. Resident Directors are expected to function as partners in a team effort which combines the Chancellor's Office staff, CSU campus administrators and faculty, International Programs overseas staff, and the officials of the foreign host institutions with which the International Programs is affiliated.

Mailing address: Assistant Vice Chancellor, CSU International Programs  
The California State University  
401 Golden Shore  
Long Beach, California 90802-4210

**DEADLINE IS DECEMBER 1**