**Call for Applications**

**International Faculty Development Award**

Due date: October 15, 2018

Submit via email to CIA Director, Andrea Grove (andrea.grove@csuci.edu)

The Center for International Affairs invites tenure-track and full-time lecturer faculty beyond their first year at CI to apply for a new grant for international travel to assist in the development of new UNIV 392 courses. The first IFD Awards were given last year to Amy Denton and Ruben Alarcon (Galapagos Islands) and Tracylee Clarke (Iceland).

The award is open to all programs and funded by the CIA, to cover costs up to $4000. Interested faculty should submit an application, CV, and detailed budget following the guidelines below. There are three deliverables: submission of a UNIV 392 application for the semester most appropriate for the faculty member; commitment to following through to teach the course within two years of the award (if approved and funded by IRA); a brief report/reflection on the utility of the experience in terms of faculty development. Please note that the travel must be completed by June 30, end of the fiscal year. The CIA Advisory Committee will review the applications and choose one faculty member to receive the award.

UNIV 392: International Experience courses require the faculty leading the course to have expertise in the location to which they will travel with students. The goal of this grant is to increase the number of UNIV 392s available to students, but also contribute to the international development of faculty more generally. We hope that along with the creation of the UNIV 392, faculty will also be able to use the experience the grant provides to enrich their research and their teaching in other courses.

There are two ways faculty can use the funds:

1. Participate in a CIEE International Faculty Development Seminar in January 2019 or summer 2019, if complete by June 30: <https://www.ciee.org/go-abroad/educators/international-faculty-development-seminars>

Please see the website for these opportunities; some may line up well with your interests and expertise; OR

1. If the country/topic of the available seminars is not appropriate for the applicant, to develop an itinerary for a “study tour” to a country in which they have some academic expertise but lack in-country experience and/or contacts. See criteria below.

Please use the application format below and also include a CV that shows initial work (research, teaching, etc.) involving the country of interest OR, if interested in the CIEE option, the faculty can have background in the topic of the seminar (with the seminar then expanding one’s context for study). With option two, there should be some prior expertise about the country of interest. Include a detailed budget, as follows:

1. CIEE seminar: cost of seminar, cost of airfare (best estimate), cost of any meals not provided (usually just days of travel), cost of airport transport to LAX (usually in country transport provided by CIEE); any other costs (committee has discretion over approval of those)
2. Personalized study tour: cost of airfare including in country if applicable, ground transportation, per diem meals, accommodation, tours, any other costs deemed necessary for the purpose of organizing UNIV 392 contacts, etc. Please consult with CIA Faculty Director for any help, ideas, etc.

Application Format for International Faculty Development Grant

The application should be up to 4, single-spaced pages.

Name:

Rank:

Program:

Year at CI:

CIEE Seminar country/topic:

OR  
Personalized study tour country/topic:

Explanation of relationship to UNIV 392 you wish to teach

For CIEE seminar, include a detailed explanation of how the itinerary, speakers, visits, etc., of seminar will be used to develop your UNIV 392. For example, some of the lecturers may be key contacts that will eventually speak to your students and/or otherwise facilitate your contact with additional in country resources. While we don’t expect all of this to be knowable now, we’d like to see how you hope to use the seminar experience for the UNIV 392.

For personalized tour, include detailed explanation of activities in country and how they relate to the development of the UJNIV 392. For example, arranging tours, seminars, speakers, visits to labs, nongovernmental organizations, schools, government agencies, etc. may be significant. List any contacts (for example, faculty colleagues) in country that may provide you with initial assistance (this is not required, however).

**For your reference**, the UNIV 392 application questions involving content are included below (you do not need to answer these questions for this application). Completion of the UNIV 392 course application and commitment to teach the course if approved are primary deliverables. The CIA director will meet with the grantee to go over the requirements for the UNIV 392.

1. What is your own linguistic, cultural, and/or academic experience with the travel study destination? (Any co-instructors should also have experience).
2. Previous experience leading groups of students (nationally or internationally)
3. CIA expects that the lead faculty member plays an active role during the course (engaging and participating in activities with students), and providing expertise in his/her area of research/teaching during the course. What role will you play before, during, and after the study abroad experience? How are you going to integrate your expertise and experience in this course? Will you be providing all the teaching? If a third party educational provider is employed, what will be your role? Please, be specific and describe your level of engagement throughout the process.
4. Attach a detailed syllabus.
5. List all the student learning outcomes.
6. Does this course include any other high-impact practice or other mission pillars (student research, service learning, interdisciplinary perspectives, etc.)? If so, explain how they are integrated.
7. Attach a detailed itinerary.
8. Explain how the itinerary and course activities align with the course student learning outcomes.
9. For 3 unit courses, explain how the itinerary and course activities meet the multicultural graduation requirement and align with the course objectives.
10. Attach an orientation outline.
11. How will students be recruited? Regular CI students should have at least one recommendation for a faculty member other than the 392 course instructor.
12. For whom is the course designed (CI undergraduate students, CI graduate students, students within a certain program area, open university students, others)? Will there be any priority order when accepting students to the program?
13. How will students be selected? How are you going to ensure that this opportunity is available to as many students as possible?
14. Will your travel arrangements be managed by an independent provider, a foreign university, or a travel agent? Please explain.
15. Housing: Where will the students stay during the study abroad experience? If staying with host families, are meals included?
16. Meals: Are meals arranged for the students? If not, where can students find their food?
17. Transportation: What are the transportation arrangements for the trip? If traveling from location to location, what means of transportation will be used?
18. Safety/security: Please give a brief synopsis of the status of the security of the country, both politically and medically, as obtained from the Department of State.
19. Please attach an Emergency Plan.
20. Please attach a budget, using the UNIV 392 budget form.