



Kishwaukee College/ICISP Carlow College Study Abroad Faculty Liaison Information and Application

Kishwaukee College is pleased to provide another professional development opportunity for faculty members of ICISP member institutions. The faculty liaison position at Carlow College in Carlow, Ireland is designed to provide individuals from member institutions the opportunity to experience firsthand living, teaching and interacting with colleagues in an international setting.

FACULTY LIAISON RESPONSIBILITIES

Faculty assigned to this program will be expected to fulfill the following responsibilities:

- Teach a course for Carlow College.

OR

- Provide other mutually agreed upon service to Carlow College.

AND

- Oversee and provide leadership for the program and student service needs of students in Ireland.
- Assist Illinois students with the adjustment to living in a different culture.
- Assist with coordination of activities and field trips of the academic program with appropriate officers of Carlow College.
- Attend all sessions of The Irish Experience Class.
- Serve as chaperone on all field trips.
- Monitor students' independent travel.
- Perform administrative duties of the program as needed.
- Provide advisement to students as needed.
- Hold on-campus office hours.
- Through the appropriate officers of Carlow College, assist in solving problems which arise for Illinois personnel.
- Provide all appropriate information and communicate regularly with the program coordinator at Kishwaukee College.
- Attend the student/faculty orientation prior to assignment (usually held one Saturday in November or July).
- Assist with recruiting future participants.
- Assist with future faculty/student orientation sessions.
- Perform other duties as may be needed by ICISP.

PLEASE BE ADVISED THAT ONE OF THE PRIMARY RESPONSIBILITIES OF AN INSTRUCTOR IS TO ASSIST THE ILLINOIS STUDENTS ATTENDING CARLOW COLLEGE. AS SUCH, ICISP FACULTY MEMBERS ARE REQUIRED TO RESTRICT PERSONAL TRAVEL TO THOSE TIMES WHEN CLASSES ARE NOT IN SESSION. FACULTY MEMBERS SHOULD NOT COMMIT TO TEACHING ANY ON-LINE COURSES WHILE ASSIGNED TO CARLOW COLLEGE.

Instructors assigned to teach at Carlow College will be required to sign an agreement verifying that the above responsibilities are understood and agreed upon.

Compensation for ICISP Instructors:

Salary – Paid by home college

Housing – Carlow College provides housing free of charge to individual faculty members. Because this is a newly created program, specific details are not available at this time regarding the housing. Faculty are advised to verify housing status at the selection interview.

Airfare and transportation to Carlow College – Paid by ICISP up to \$1000

Extra Allowance – Optional by home college

**Application for the Faculty Liaison Position
Carlow College, Carlow, Ireland**

Name _____

Discipline(s) _____

College _____

Campus Address _____

Campus Phone _____ Fax _____

E-Mail _____

Home Address _____

Home Phone: _____ Cell Phone _____

Home E-Mail: _____

Term for which applying: _____ Fall 2012 _____ Spring 2013 _____ No preference

Disciplines to be considered for 2012-2013 (Please check one):

_____ SPEECH/COMMUNICATION

_____ HISTORY

_____ LITERATURE (American or British)

_____ PSYCHOLOGY

_____ PHILOSOPHY

_____ SOCIOLOGY

_____ SPANISH LANGUAGE AND LITERATURE

Applicants should send

- Application form
- A cover letter explaining
 - why they wish to serve as the faculty liaison to the program in Carlow;
 - what they wish to accomplish while in Ireland
 - how they expect the experience to impact their professional development; and
 - previous international experience, if any.
- A curriculum vitae limited to two pages

Applications can be mailed or faxed to Elizabeth Parks.

The deadline for receipt of all materials is Friday, November 11, 2011. Incomplete applications will not be considered. Those applicants selected for an interview will be notified by telephone. In the event of a large pool, there will be a two-step interview process, with the first round of interviews to be conducted by telephone. Finalists will be interviewed in person at Kishwaukee College at a date to be determined.

Applicant signature, date: _____

Division/Dept. Chair signature, date _____

Academic Dean/V.P signature, date: _____

Campus ICISP Rep. signature, date: _____

For more information contact: Elizabeth Parks, English Department,
Kishwaukee College, 21193 Malta Road, Malta, IL 60150 Phone: 815-825-2086
ext. 3170; Fax 815-825-2072; Email Elizabeth.parks@kishwaukeecollege.edu