To: Academic Council  
From: Keith O. Boyum  
Associate Vice Chancellor for Academic Affairs

Subject: Openings for 2007-08 International Programs Resident Director Assignments

This is to request your assistance in publicizing and promoting faculty interest on your campus in these resident director positions. International Programs is interested in receiving applications from all segments of the faculty. Application packets and further information on the International Programs Resident Director selection process are available from your campus ACIP representative whose name and contact information appears on the attached roster. The packet is also available at www.calstate.edu/ip

Enclosed is your copy of a memorandum addressed to your campus representative to the Academic Council on International Programs (ACIP), a sample of the Resident Director application packet, and suggested text for your use in announcing the availability of these challenging and rewarding assignments for qualified CSU faculty.

Thank you for your assistance. If you have questions regarding the Resident Director positions, please contact Mr. Leo Van Cleve, Director, Office of International Programs at (562) 951-4790.

KOB/jkt

Enclosures

c: CSU Presidents  
   Chair, Statewide Academic Senate  
   Chair, CSU Academic Senates  
   ACIP Members  
   IP Coordinators

August 29, 2005  
Code: AA-2005-29
Academic Council on International Programs

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Revised August 30, 2005
Memorandum

To: ACIP Members

Date: September 2005

From: Leo Van Cleve
Director
International Programs

Subject: 2007-08 RESIDENT DIRECTOR PUBLICITY AND RECRUITMENT

As you know, one of your tasks as the representative from your campus to the Academic Council on International Programs (ACIP) is to be the campus contact and resource for the recruitment of faculty applicants for Resident Director assignments with the International Programs. Your role includes assisting with the recruiting effort on your campus and providing advice and assistance to applicants.

Per the Council’s request, OIP does not send applications directly to faculty. All inquiries are referred back to the ACIP member on campus.

The RD Application packet is available at:

www.calstate.edu/ip

Listed below are some items about which you might want to remind potential applicants:

1. The application deadline date is December 1, 2005. Applications and Reference forms must be received in OIP by that date. Applications received after that date may not be included in the applicant pool. We cannot accept electronic applications.

2. Faculty Participating in the Faculty Early Retirement Program (FERP) are not full-time and therefore are not eligible to apply.

3. A faculty member already appointed to a resident director position may not apply for a resident director position for the next two years.
4. The interview dates have been set for March 2-3, 2006. All potential applicants should be informed of these dates and individuals should not submit an application if they know they will not be available for interview on any of these dates.

5. Language Self-Evaluation. Each applicant will submit a self-evaluation of his/her own language skills, if applicable. A language professional will conduct a brief (15 to 20 minutes) independent interview with the applicant in the appropriate foreign language immediately preceding the applicant’s interview with the Faculty Affairs Committee.

6. Former Resident Directors are listed in the back of the RD Handbook, Coordinator’s Handbook, and the ACIP Handbook in case an applicant wishes to talk with a former resident director.

We have provided with this memorandum the following materials:

1. A copy of a memorandum from Keith O. Boyum, Associate Vice Chancellor for Academic Affairs, which announces the availability of the Resident Director positions for 2007-08;

2. A copy of our suggested publicity notice. A copy of this item has also been provided to all the addressees on the Executive Chancellor’s memorandum;

3. Copies of the 2007-08 RD application packet. To avoid confusion, please discard all previous versions of the application packet. Only this current version of the packet is acceptable;

Enclosed are two copies of the June 2005 RD Handbook. Applicants called for interview are asked to review this document prior to the interview. Please make the RD Handbook available to them.

We encourage you to call or meet with your campus director of public affairs to develop a strategy to make the maximum distribution of information about the Resident Director positions. The public affairs office is a good place to start to develop such a strategy. Please note that applications and reference forms are due by December 1.

Recruiting and selecting the very best individuals from the faculty to represent the CSU abroad is a vital task of the International Programs. In particular, it is important to encourage qualified underrepresented group members to apply to assure maximum access to these professional
assignments. We appreciate your efforts to assist in this process. If you have any questions, or need additional materials, please give us a call. Your point of contact on the IP staff is Ms. Jan Terborg, 562.951.4790.

c: CSU Academic Council
    CSU IP Coordinators (Information only; copy of RD Handbook)
APPLICATIONS INVITED FOR
CSU INTERNATIONAL PROGRAMS RESIDENT DIRECTOR
APPOINTMENTS FOR 2007-08

The CSU International Programs is calling for applications for:

- five 12-month, full-time, one year, Resident Director positions in China, France, Italy, Mexico, and Spain.
- two academic year, Resident Director positions in Israel* and Japan.

A CSU Resident Director position provides qualified CSU faculty members with an opportunity to be a vital part of the special experience of students involved in intercultural learning, to develop their administrative skills, and to utilize their international communicative skills in a rewarding, professional environment. Faculty from all disciplines, and those who have never had the opportunity previously to serve in one of these positions are especially encouraged to apply. The deadline date for receipt of applications, including references, in the Office of International Programs is December 1. Interview dates are March 2-3, 2006. Applicants must be available on any of these dates for an interview in order to be considered for an appointment.

CSU 12-month Resident Directors are compensated at their current level of appointment (on a 12-month scale) and receive a 10% salary differential for overseas assignment. The academic year Resident Directors in Israel* and Japan is compensated at the current level of appointment with a 10% salary differential for overseas assignment. In addition, the International Programs provides the Resident Director (but not dependents) round trip airfare and limited travel expenses.

To qualify for appointment, applicants must meet these standards: Full-time, tenured or tenure-track faculty member holding a teaching or administrative appointment on a CSU campus (faculty participating in the Faculty Early Retirement Program (FERP) are not full-time and therefore are not eligible); possession of a Ph.D. or other terminal degree; and appropriate overseas experience. Near-native fluency is required in China, France, and Spain. Ability to speak and write the relevant language is required in Italy and Mexico. Ability in Hebrew and/or Arabic is desirable for Israel. Ability to converse in Japanese is required. Administrative skills and a personal and professional commitment to international education are also required. It is desired that applicants have had experience in disbursing and accounting for state funds.

Application materials and further information may be obtained from the web at: www.calstate.edu/ip or from your campus representative to the Academic Council on International Programs.

*Subject to position availability and program reinstatement.
THE CALIFORNIA STATE UNIVERSITY

OFFICE OF INTERNATIONAL PROGRAMS
TELEPHONE: 562.951.4790

THE CALIFORNIA STATE UNIVERSITY INTERNATIONAL PROGRAMS
RESIDENT DIRECTOR APPLICATION

OPENINGS FOR 2007-08 INTERNATIONAL PROGRAMS
RESIDENT DIRECTORS

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

P.R. CHINA  Peking University, Beijing
FRANCE  University of Aix-Marseille III, Aix-en-Provence and MICEFA, Paris. (Resident Director is based in Aix and oversees both programs.)
ITALY  University of Florence and Accademia di Belle Arti Firenze
MEXICO  Program based at the ITESM Querétaro and the Escuela Normal (Students in Spanish language and culture and B/CLAD credential.)
SPAIN  University of Granada and the University of Madrid (Resident Director is based in Madrid and oversees both programs.)

ACADEMIC YEAR APPOINTMENT will be made to:

ISRAEL*  University of Haifa and Tel Aviv University. (Resident Director is based in Haifa and oversees both programs.)
JAPAN  Waseda University, Tokyo

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 in the Chancellor’s Office of International Programs no later than December 1.

For further information, please contact your campus representative to the Academic Council on International Programs (ACIP) as listed on page five of the Application Procedure and Instructions sheet.

*Subject to position availability and program reinstatement.

DEADLINE IS DECEMBER 1
THE CALIFORNIA STATE UNIVERSITY INTERNATIONAL PROGRAMS

RESIDENT DIRECTOR APPOINTMENTS, QUALIFICATIONS, AND DUTIES

A Resident Director of The California State University International Programs 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 or one academic year. 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 P.R. China, France, Italy, Mexico, and Spain.

Academic year appointments are made under Classification Code 2320 for Israel* and Japan.

PAY

Resident Directors receive from their home campuses their current salaries on a 12-month (going from an academic year to a 12-month position provides a 15% increase), or academic year (Israel* and Japan), scale plus approximately 10% for overseas location. 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.

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 Academic Council on International Programs. The selection process schedule for 2005-06 is:

- **September** - Application materials sent to campuses and also available at [www.calstate.edu/ip](http://www.calstate.edu/ip)

- **December 1** - **Deadline** for **all** application materials (**including References**) to be received in the Office of International Programs

- **February 2-3** - Faculty Affairs Committee meets and reviews applications

- **March 2-3** - Personal interviews of the finalists are conducted. Applicants must be available on any of these dates for an interview 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

*Note: Risk and liability consideration.
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. **LANGUAGE:**
   - P. R. CHINA: Near-native fluency in Mandarin is required.
   - FRANCE: Near-native fluency is required.
   - ISRAEL*: Ability in Hebrew and/or Arabic is desirable.
   - ITALY: Ability to speak and write Italian is required.
   - JAPAN: Ability to converse in Japanese is required.
   - MEXICO: Ability to speak and write Spanish is required.
   - SPAIN: Near-native fluency is required.

3. 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.

4. **SPECIAL QUALIFICATIONS:**
   - P. R. CHINA: Experience in the People’s Republic of China required.
   - FRANCE: Knowledge of Parisian University systems required.
   - JAPAN: Required to teach one course per year.
   - MEXICO: Experience in teacher training and/or field supervision is required. Multiple subject, BCLAD experience preferred.

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

- extent of prior overseas experience; particularly in higher education
- time and recency of experience in the host country;
- demonstration of a genuine interest in and concern for students;
- involvement in and active commitment to international education;
- degree of language ability; 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.

*Subject to position availability and program reinstatement.
Resident Director Appointment, Qualifications and Duties

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 administrative responsibilities.

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 Office of 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.

**RECORD OF RECENT PREVIOUS APPLICATIONS**

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**REAPPLICATION**

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

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.
Resident Director Application Procedure and Instructions

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, IP Bulletin, and relevant Student Experience Reports. The Resident Director's Handbook is available from your ACIP campus representative. The IP Bulletin and Student Experience Reports are available online at www.calstate.edu/ip.

The applicant must submit the following completed forms to OIP no later than December 1:

- Application
- Statement of Objectives
- Sample Letter to IP Students
- Up-to-date Curriculum Vitae (three single sided pages maximum)
- Language Self-Evaluation
- Three References
- Signed Checklist

The applicant must provide THREE COMPLETED RESIDENT DIRECTOR REFERENCES (additional references will not be accepted).

- One completed reference form must be from your immediate, current supervisor at the CSU;
- One completed reference form must be from an individual of your choice, also employed on your campus;
- One completed reference form can come from anyone of your choice.

Reference instructions and forms are also available online at www.gateway.calstate.edu/csui/etnet/faculty/RD/RD_Reference.pdf. References are due in OIP no later than December 1. Please inform your reference that the attached form should be used instead of attaching a letter to the form.

PLEASE NOTE THAT OIP WILL NOT ACCEPT ELECTRONIC COPIES OF RD APPLICATION MATERIALS OR REFERENCE LETTERS. ORIGINAL SIGNATURES ARE REQUIRED ON ALL DOCUMENTS.

PREVIOUS APPLICANTS must complete a new Application, Statement of Objectives, Sample Letter to IP Students, Language Self-Evaluation, and Curriculum Vitae each year; however, the same References may be used for two consecutive years.

ACIP REPRESENTATIVES

Bakersfield - Dr. Mark Martinez, Political Science Department - mark_martinez@firstclass1.csubak.edu
Channel Islands – Dr. Ashish Vaidya, Business and Economics – ashish.vaidya@csuc.edu
Chico – Dr. Samuel Edelman, Center for International Studies – sedelman@csuchico.edu
Dominquez Hills – Dr. Jan Gasco, Anthropology Department – jgasco@csudh.edu
East Bay - Dr. Michael Lee, Geography and Environmental Studies – michael.lee@csuhayward.edu
Fresno - Dr. Henry Delcore, Anthropology Department – hdelcore@csufresno.edu
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 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 of the host country (see page 2);
- Prior overseas experience in the host country. Includes extent of:
  - recent experience in the host country
  - experience of higher education in the host country, and
  - general experience living abroad;
- Applicant's Statement of Objectives;
- Applicant's Sample Letter of Introduction to IP Students;
- Evidence of a genuine involvement with and concern for students and their problems;
- Administrative experience;
- Fiscal management experience;
- As explained above, the applicant must provide three completed Resident Director 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 interview. At that time, the applicant's language ability will be assessed by a language professional in a brief oral interview. Applicants will be reimbursed for instate travel to attend this interview (we cannot reimburse applicants for per diem or lodging).
INSTRUCTIONS

RESIDENT DIRECTOR APPLICATION—Provide all requested information.

RESIDENT DIRECTOR STATEMENT OF OBJECTIVES—The job of Resident Director is a complex and demanding one. Please review the requirements for Resident Directors listed below. On the Resident Director Statement of Objectives form, 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 no more than two pages.

- 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 the Office of International Programs.

- 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 the Office of International Programs 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 the Office of International Programs.

- EFFECTIVE COMMUNICATION. Resident Directors must maintain an effective line of communication with the Office of International Programs in order to transfer vital information in a timely manner. The Resident Director must keep the Office of 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.

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RESIDENT DIRECTOR SAMPLE LETTER TO IP STUDENTS - The Faculty Affairs Committee requests that you submit a letter which you might send to incoming students 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 type this on the Resident Director Sample Letter to IP Students form and limit your letter to no more than two pages.

RESIDENT DIRECTOR LANGUAGE SELF-EVALUATION -- Please complete the attached Language Self-Evaluation form (if required).

RESIDENT DIRECTOR REFERENCES – Please have the three Resident Director References completed and sent to OIP directly by the evaluator to the Director of International Programs. You should enter your name and country applied for at the top of the page. Please inform your reference that the attached form should be used instead of attaching a letter to the form.

- One completed reference must be from your immediate, current supervisor at the CSU;
- One completed reference must be from an individual of your choice, also employed on your campus;
- One completed reference can come from anyone of your choice.

Reference instructions and forms are also available online at www.gateway.calstate.edu/csuienet/faculty/RD/RD_Reference.pdf. References are due in OIP no later than December 1. Please inform your reference that the attached form should be used instead of attaching a letter to the form.

CURRICULUM VITAE -- Please submit an up-to-date curriculum vitae (three 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 OIP not later than December 1.

PLEASE NOTE THAT OIP WILL NOT ACCEPTED ELECTRONIC COPIES OF RD APPLICATION MATERIALS OR REFERENCE LETTERS. ORIGINAL SIGNATURES ARE REQUIRED ON ALL DOCUMENTS.
# Resident Director Application

**Country for which you are applying**

## Personal Data

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
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<table>
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<table>
<thead>
<tr>
<th>CSU Campus</th>
<th>(Home) City</th>
<th>State</th>
<th>Zip Code</th>
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<tr>
<th>Office and Department Telephone Numbers</th>
<th>Home Telephone Number</th>
<th>E-Mail address</th>
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<tr>
<th>Fax Number</th>
<th>Tenured?</th>
<th>Yes □</th>
<th>No □</th>
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| Position | |
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## Education

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<tr>
<th>Degree</th>
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<th>Field</th>
<th>Year Granted</th>
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## Language Proficiency

<table>
<thead>
<tr>
<th>Languages</th>
<th>Degree of Fluency (indicate if native)</th>
<th>Years Studied:</th>
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<tbody>
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<td></td>
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**Deadline Date is December 1**
MINISTRATIVE EXPERIENCE

DEMIC: such as dean, department chair, project director, supervisor, administrative er, etc. FISCAL: such as direct budget management, disbursement of funds, bank nciliations, foreign currency exchange, management of major accounts. STUDENT: ding both academic and personal counseling. (Note: Please do not list committee gnments unless they have involved direct supervisory or management experience.)

<table>
<thead>
<tr>
<th>Position</th>
<th>From</th>
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<tr>
<td>Description of Duties</td>
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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

RESIDENT DIRECTOR STATEMENT OF OBJECTIVES

In the space below indicate how your experience and training have prepared you to carry out the responsibilities of a resident director. In addition, describe your personal and professional goals in seeking this position. (Please limit this statement to two pages.)
THE CALIFORNIA STATE UNIVERSITY INTERNATIONAL PROGRAMS

RESIDENT DIRECTOR SAMPLE LETTER TO IP STUDENTS

(Please use this form and limit your letter to no more than two pages.)
THE CALIFORNIA STATE UNIVERSITY INTERNATIONAL PROGRAMS
RESIDENT DIRECTOR LANGUAGE SELF-EVALUATION

(Required for China, France, Italy, Japan, Mexico, and Spain)
(Optional for Israel*)

Name ___________________________ Campus ___________________________ Country ___________________________

Language ability is an important criterion for selection of Resident Directors of the International Programs, as facility in the language of the host country may significantly impact program operations. Please consider this as you evaluate your own language ability. With this in mind, the category "Excellent" should be reserved for native or near-native ability in the language.

NAME OF LANGUAGE_______________________

Specific information on your present language ability in each of the following categories should be set forth:

<table>
<thead>
<tr>
<th>Reading ability</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Fair</th>
<th>Poor</th>
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<tr>
<td>Listening comprehension in a</td>
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<td>professional setting</td>
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<tr>
<td>Composition</td>
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<tr>
<td>General conversation/Speaking</td>
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<tr>
<td>ability</td>
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Please provide an overall evaluation of your ability in the specific foreign language:

  ___ I should have no difficulty dealing with native speakers.
  ___ I should be able to manage adequately after a short period of adjustment abroad.
  ___ I should be able to manage adequately after some additional formal language training.
  ___ I will require considerable training in the foreign language before necessary competence can be attained.

COMMENTS (optional):

Note: If you are selected for an interview your language ability will be assessed by a language professional in a brief oral interview.

*Subject to position availability and program reinstatement.
THE CALIFORNIA STATE UNIVERSITY
INTERNATIONAL PROGRAMS
401 Golden Shore, Sixth Floor
Long Beach, California 90802-4210
562.951.4790
Web address: www.calstate.edu/ip

CHECKLIST

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

   1. Resident Director Application
   2. Resident Director Statement of Objectives (two pages maximum)
   3. Resident Director Sample Letter to IP Students (two pages maximum)
   4. Up-to-date Curriculum Vitae (three pages maximum)
   5. Resident Director Language Self-Evaluation

Resident Director References—Designate three individuals who will complete references and submit them directly to OIP. You should enter your name and country you are applying for on the form.

- One completed reference must be from your immediate, current supervisor at the CSU;
- One completed reference must be from an individual of your choice, also employed on your campus;
- One completed reference can come from anyone of your choice.

Please use the attached Resident Director References Instructions. Please list the names of your references. These references must be received in the Office of International Programs by December 1.

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 IN THE
OFFICE OF INTERNATIONAL PROGRAMS BY DECEMBER 1.
(mailing address is listed at the top of this Checklist)

PLEASE NOTE THAT OIP WILL NOT ACCEPTED ELECTRONIC COPIES OF RD
APPLICATION MATERIALS OR REFERENCE LETTERS. ORIGINAL SIGNATURES ARE
REQUIRED ON ALL DOCUMENTS.

Interview dates are March 2-3, 2006. Applicants must be available on any of these dates for an interview in order to be considered for an appointment.

Applicant’s Signature________________________Date_________________________
THE CALIFORNIA STATE UNIVERSITY
INTERNATIONAL PROGRAMS

RESIDENT DIRECTOR REFERENCE INSTRUCTIONS

REQUIREMENTS FOR RESIDENT DIRECTORS—Your careful consideration and response is requested regarding ____________________________ who has applied to be the Resident Director in ____________________________. The job of the Resident Director is a complex and demanding one. Experience has shown that some applicants are not prepared and/or motivated to carry out the responsibilities of the assignment successfully. So that you are aware of these requirements, they are described below:

- **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.

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- **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 Office of International Programs.

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**COMPLETING THE RESIDENT DIRECTOR REFERENCE.** Please observe the following suggestions:

- Carefully consider each characteristic separately; and

- As you evaluate the applicant, do not be unduly influenced by isolated or recent events. Rather, concentrate on his/her overall performance during the period when you observed his/her administrative activities.

- **Please use the attached form for your recommendation, please do not attach a letter to the form.**

Thank you for taking the time to prepare this important reference. Resident Directors represent all of us, and we appreciate your diligence in assisting in this task of ensuring that we send the best representatives abroad.

You can complete the Reference form on line at:


**PLEASE NOTE THAT OIP WILL NOT ACCEPTED ELECTRONIC COPIES OF REFERENCE LETTERS. ORIGINAL SIGNATURES ARE REQUIRED ON ALL DOCUMENTS.**

**PLEASE SUBMIT THE REFERENCE BY DECEMBER 1 TO:**

Director  
Office of International Programs  
The California State University  
401 Golden Shore, Sixth Floor  
Long Beach, CA 90802-4210  
Phone: 562.951.4790
THE CALIFORNIA STATE UNIVERSITY
INTERNATIONAL PROGRAMS

RESIDENT DIRECTOR REFERENCE

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 __________________________________________________

In the space below 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.

PLEASE USE THIS FORM FOR YOUR RECOMMENDATION, PLEASE DO NOT ATTACH A LETTER TO THE FORM. PLEASE NOTE THAT OIP WILL NOT ACCEPT ELECTRONIC COPIES OF REFERENCE LETTERS. ORIGINAL SIGNATURES ARE REQUIRED ON ALL DOCUMENTS.

Reference's Signature ________________________________________

Date ________________________________________________________

Return to: Director, International Programs
The California State University
401 Golden Shore, Sixth Floor
Long Beach, California 90802-4210

DEADLINE IS DECEMBER 1
THE CALIFORNIA STATE UNIVERSITY
INTERNATIONAL PROGRAMS

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Director  
Office of International Programs  
The California State University  
401 Golden Shore, Sixth Floor  
Long Beach, CA 90802-4210  
Phone: 562.951.4790
THE CALIFORNIA STATE UNIVERSITY
INTERNATIONAL PROGRAMS
RESIDENT DIRECTOR REFERENCE

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<tr>
<th>Name of Applicant</th>
<th>Country applicant is applying for</th>
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**TO BE COMPLETED BY REFERENCE:**

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<tr>
<th>Your Name</th>
<th>Position</th>
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<tbody>
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Date

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**COMPLETING THE RESIDENT DIRECTOR REFERENCE.** Please observe the following suggestions:

- Carefully consider each characteristic separately; and

- As you evaluate the applicant, do not be unduly influenced by isolated or recent events. Rather, concentrate on his/her overall performance during the period when you observed his/her administrative activities.

- Please use the attached form for your recommendation, please do not attach a letter to the form.

Thank you for taking the time to prepare this important reference. Resident Directors represent all of us, and we appreciate your diligence in assisting in this task of ensuring that we send the best representatives abroad.

You can complete the Reference form on line at:


**PLEASE NOTE THAT OIP WILL NOT ACCEPTED ELECTRONIC COPIES OF REFERENCE LETTERS. ORIGINAL SIGNATURES ARE REQUIRED ON ALL DOCUMENTS.**

**PLEASE SUBMIT THE REFERENCE BY DECEMBER 1 TO:**

Director
Office of International Programs
The California State University
401 Golden Shore, Sixth Floor
Long Beach, CA 90802-4210
Phone: 562.951.4790
THE CALIFORNIA STATE UNIVERSITY
INTERNATIONAL PROGRAMS

RESIDENT DIRECTOR REFERENCE

Name of Applicant

Country applicant is applying for

<table>
<thead>
<tr>
<th>TO BE COMPLETED BY REFERENCE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Name</td>
</tr>
<tr>
<td>Campus and Department</td>
</tr>
<tr>
<td>Mailing Address</td>
</tr>
<tr>
<td>City/State/Zip</td>
</tr>
<tr>
<td>Position</td>
</tr>
<tr>
<td>Relationship to applicant</td>
</tr>
<tr>
<td>The period of time during which you had an opportunity to observe this applicant.</td>
</tr>
</tbody>
</table>

In the space below 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.

PLEASE USE THIS FORM FOR YOUR RECOMMENDATION, PLEASE DO NOT ATTACH A LETTER TO THE FORM. PLEASE NOTE THAT OIP WILL NOT ACCEPTED ELECTRONIC COPIES OF REFERENCE LETTERS. ORIGINAL SIGNATURES ARE REQUIRED ON ALL DOCUMENTS.

Reference's Signature

Date

Return to: Director, International Programs
The California State University
401 Golden Shore, Sixth Floor
Long Beach, California 90802-4210

DEADLINE IS DECEMBER 1