

Academic Affairs  
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October 8, 2009

**Code: AA-2009-20**

**MEMORANDUM**

TO: Provosts/Vice Presidents, Academic Affairs

FROM: Jeri Echeverria   
Executive Vice Chancellor and Chief Academic Officer

SUBJECT: **Openings for 2011-12 International Programs Resident  
Director Assignments**

This is to request your assistance in publicizing and promoting faculty interest on your campus for the 2011-12 International Programs Resident Director assignments. International Programs is interested in receiving applications from all segments of the faculty. Further information on the International Programs Resident Director selection process is available from your campus ACIP representative whose name and contact information appears on the attached roster.

A copy of a memorandum addressed to your campus representative to the Academic Council on International Programs (ACIP) and suggested text for your use in announcing the availability of these challenging and rewarding assignments for qualified CSU faculty, are also attached. The Resident Director Application packet is available at: [www.calstate.edu/ip/faculty/opportunities.shtml](http://www.calstate.edu/ip/faculty/opportunities.shtml)

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.

JE/jkt

Enclosures

c: CSU Presidents  
CSU Academic Senate Chair  
CSU Campus Academic Senate Chairs  
ACIP Members  
IP Coordinators

**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

# Academic Council on International Programs

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**To:** ACIP Members

**Date:** October 6, 2009

**From:** Leo Van Cleve  
Director

**Subject:** 2011-12 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.**

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

1. **The application deadline date is December 1, 2009.** 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 February 25-26, 2010. All potential applicants should be informed of these dates. **Interviews are conducted on site at the Chancellor's Office in Long Beach 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 Jeri Echeverria, Executive Vice Chancellor and Chief Academic Officer, which announces the availability of the Resident Director positions for 2011-12.
2. A copy of our suggested publicity notice. A copy of this notice has also been provided to your Vice President/Provost of Academic Affairs.
3. The 2011-12 RD application packet is available at [www.calstate.edu/ip/faculty/opportunities.shtml](http://www.calstate.edu/ip/faculty/opportunities.shtml). Paper copies will not be sent this year.

Enclosed are two copies of the June 2009 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 2011-12**

The CSU International Programs is calling for applications for:

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

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 February 25-26, 2010. 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 an interview in order to be considered for an appointment.**

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. 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 for all countries listed above. 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](http://www.calstate.edu/ip) or from your campus representative to the Academic Council on International Programs.