POSITION: UCEAP China Study Center Director  

APPOINTMENT TERM: 9/1/15 – 8/31/17

APPLICANT’S NAME: ________________________ DEPARTMENT: ________________________

APPLICANT INSTRUCTIONS

❖ Submit this form (with position description) to your Department Chair and Divisional Dean
❖ Monitor the signature approval process to ensure your approvals are completed
❖ Upload signed approval form, statement of interest, CV and reference list through UC Recruit

TO DEPARTMENT CHAIR: Please complete the following, sign below and forward this form to the Dean.

Please comment on the applicant’s qualifications (attach additional comments on letterhead).


TO DIVISIONAL DEAN: Please complete the following, sign below and return this form to Applicant.

Please comment on the applicant’s qualifications (attach additional comments on letterhead)


By signing below you agree to: (1) Funding Arrangements (a) UCEAP to provide replacement funds of $50,000 per each Academic Year (September through June) of the appointment term, prorated for an appointment fulfilled at less than a full term, and (b) home campus department continues to be responsible for benefits and sabbatical accrual; (2) release time for Director, to be coordinated with appointment during the term of service; and, (3) approve the appropriate personnel action form(s) for this appointment.

Chair’s Signature: ________________________  Print Name: ________________________

Date: ________________________

Dean’s Signature: ________________________  Print Name: ________________________

Date: ________________________
STUDY CENTER DIRECTOR - CHINA
Two-Year Term
Administrative Appointment

The mission of the University of California Education Abroad Program (UCEAP) is to equip UC students with the knowledge, understanding, and skills for work and life in a globally interdependent and culturally diverse world. Since 1962, UCEAP (eap.ucop.edu) has served as the UC systemwide international exchange program. Serving all UC campuses, UCEAP continues its support of the University of California’s mission through academic instruction and exchange relationships around the world. UCEAP is currently active in 39 countries with over 285 program options. Over 86,000 UC students have participated in UCEAP and graduated into careers in private industry, public service, and academia, over 27,000 international students have completed non-degree study at a UC campus through UCEAP’s reciprocal exchange agreements, and more than 550 UC faculty have served as EAP Study Center Directors, Visiting Professors and program instructors.

GENERAL DESCRIPTION
Reporting to UCEAP’s Associate Vice Provost & Executive Director, and in close collaboration with the Regional Directors in UCEAP’s Goleta Systemwide Office, the Study Center Director oversees EAP’s programs abroad, represents the University of California to host universities, and at some sites work with third-party providers responsible for various program elements. Study Center Directors must fulfill academic and administrative functions, including oversight of student safety, security and conduct. The Study Center Director oversees student academic issues, arranges or supervises independent study projects and internships, manages host university relations, and is available to the Study Center staff members for consult on student welfare issues, including safety and security.

PROGRAM DESCRIPTION
Existing programs in Beijing:
• Full-year programs (PKU and BNU)
• Fall semester program (BNU)
• Spring semester programs (Tsinghua and PKU)
• Stand-alone summer programs (BNU and PKU).
• Language instruction is a large component of most of these programs, but all fields of study are possible for advanced speakers of Chinese. Current student participation: 200 summer; 50+ fall semester; 30+ spring semester

Existing programs in Shanghai:
• Summer program (ECNU); Language instruction is the primary component of the summer program at ECNU.
• Fall at Fudan is joint program in English called the Joint Program in International Studies, or JPIS. This program is focused on issues related to globalization and China’s role in the international community. Anticipate participation of largely UC and select Fudan students.
• Spring semester program for study in English at Fudan University in business, economics, media and communication. Using existing Fudan University courses and faculty, UC students will study with local students.
• Current student participation: 35 summer; 60 fall semester; 50 spring semester

ELIGIBILITY
UC Senate Members (tenured faculty, lecturers with SOE). Demonstrated campus service to UCEAP is desirable.

APPLICATION PERIOD
Deadline for primary consideration is October 30, 2013.
APPOINTMENT TERM
September 1, 2015 through August 31, 2017

PERIOD OF RESIDENCY & LOCATION
Residency concurrent with term of appointment, Shanghai, China.

DIRECTOR’S HOUSING
The Director obtains her/his own housing of choice within the vicinity of Fudan University in Shanghai.

HOST UNIVERSITIES AND PROGRAMS ADMINISTERED BY STUDY CENTERS & APPROXIMATE CAPACITY
(institutions subject to modification; actual number of students enrolled varies each year)

- Peking University (PKU) = Up to 50 students for summer program; Up to 75 students during academic year (average 15 to 20 UC students)
- Beijing Normal University (BNU) = Up to 50 UC students fall or year (average up to 20) and up to 200 students over the summer term (average about 125)
- Fudan University (FDU); Capacity = 70 for Fall International Studies program and up to 70 for Spring program
- East China Normal University (ECNU); Capacity = Up to 75 for summer program (average 25-30 students)

LANGUAGE SKILLS
- Director - Intermediate to Advanced Chinese
- Students – none to Advanced Chinese, or English (depending on specific program requirements)

FACULTY DISCIPLINES PREFERRED FOR THIS POSITION
Social Sciences or Humanities preferred, as the Study Center Director will teach a course for JPIS fall in Shanghai.

OFFICE LOCATION
EAP has Study Centers in Beijing at the PKU Conference Center and in the Center for American Studies on the Fudan University campus in Shanghai.

OFFICE STAFF
EAP Study Center staff in each location includes: full-time senior staff members; a second staff member in each location (Program Assistant); with support from temporary or part time student workers as needed for UC enrollment. The Study Center staff members are trained to plan and execute professionally and independently the student services components of EAP’s programs, as well as manage day-to-day program operations. Additionally, a Resident Director manages the administration of the Beijing office, with academic oversight provided by Study Center Director in Shanghai.

RECIPIROCAL EXCHANGE
The Director assists with communications with partner universities about the reciprocal exchange program, which consists of BNU and PKU faculty/scholars for research, networking, etc., and PKU and Fudan University students coming to UC campuses for non-degree enrollment.

TEACHING
Teaching (in English) in the fall JPIS program is considered part of the Director’s job responsibilities (see special considerations below). The Director should be prepared to promote student internships and supervise some independent study projects undertaken by UC students.
SPECIAL CONSIDERATIONS
Because of the extensive nature and split location of university relationships, a brief trip each summer, fall and spring to Beijing for consultations, plus teaching in the fall term JPIS in Shanghai, limited time for research or other professional interests will be available.

The appointed Director must have excellent managerial skills including ability to delegate tasks effectively and to work effectively, efficiently, and collegially with a professional staff while concentrating her or his efforts on the academic programs and UC diplomatic relations and communications with partner universities. The Director is expected to teach a core course in the JPIS program each fall at Fudan University on a subject related to the theme of China, globalization, international studies.

The Study Center Director will also assist UCEAP and the campus EAP offices in recruiting students to the programs administered by the Study Center. This assistance may include developing information about the programs that will attract students, responding to applicants’ and advisers’ inquiries, and corresponding with students selected for the programs.

It is expected that the new Study Center Director will participate in conversations with the outgoing Study Center Director to ensure a smooth transition and obtain orientation by the UCEAP Systemwide Office prior to departure. After the new Appointee is confirmed, the Regional Director will facilitate introductions and suggest an "overlap" consultation by email or Skype at mutually beneficial times.

COMPENSATION

Replacement Funds to Campus Department
Director remains on his/her home campus department payroll and continues to receive regular salary from the home department.

- UCEAP will provide the home campus with replacement funds in the total amount of $50,000 for each academic year (September through June) of the appointment term. The home department will provide instructions to UCEAP regarding the appropriate account to credit with those funds.

- Benefits are provided in accordance with applicable University policies and are administered by each UC campus. UCEAP does not reimburse the home campus for any costs related to benefits or sabbatical accrual.

Salary & Administrative Stipend
The Study Center Director remains on her or his home campus department payroll with continuation of regular salary for the duration of the appointment. UCEAP will provide an annual administrative stipend (payable in monthly increments) which represents the difference between the Director’s UC academic year (9/12) salary and a corresponding fiscal year (11/12) salary. The annual stipend will be prorated according to the actual number of service months as Study Center Director each Fiscal Year.

Allowances

- **Housing Allowance** is provided, based on a percentage of the Living Quarters Allowance from the US Department of State (DOS) and actual housing costs.

- **Post Allowance** (cost of goods adjustment), also based on a percentage of DOS rates, is provided to mitigate the costs of living abroad.

- **Education Allowance** is provided at a rate of $3,000 per child per academic year for children under the age of 18, residing abroad for at least one year. The education subsidy will be prorated for residency of a partial academic year.
Housing and post allowances are updated in accordance with published DOS rates each fiscal year of the appointment term and will be prorated according to the actual service months in-residence each fiscal year. All subsidies listed above are subject to US taxation.

Travel
UCEAP provides outbound and return airfare and transportation to and from the appointment letter departure and arrival destinations at lowest economy rate airfare per pre-approved UCEAP Travel quote for the Study Center Director and the Study Center Director's spouse and children under 18 years of age who will reside abroad for a minimum of one-quarter, as applicable. These travel benefits will be provided only once during the Director's two-year appointment term.

Visa/Residency Permit(s)
Costs to obtain or renew a visa/residency permit will be reimbursed by UCEAP (receipts are required). UCEAP does not process Visa applications.

Relocation and Removal Expenses
A removal subsidy (for actual shipping expenses, which include excess baggage fees) will be provided as follows:

For removal to host country: UCEAP will provide a maximum of up to $1,500 for the Director, up to $2,000 for a couple, or up to $2,500 for families with children under 18 years of age.

For return removal to California: UCEAP will provide a maximum of up to $2,000 for the Director, up to $2,500 for a couple, or up to $3,000 for families with children under 18 years of age.

Other Considerations
UC faculty and employees working abroad are advised that they may be required to file returns and pay taxes in the foreign country in which they are working. In accordance with Internal Revenue Service (IRS) regulations, Directors may, in some cases, be eligible to exclude some earned income (earned while abroad) in calculating their US federal taxes each year. It is important for Directors and employees to fulfill their obligation to file and pay taxes according to the rules and regulations of both countries. To ensure tax compliance, UCEAP highly recommends seeking expert tax advice for an assignment abroad.

UCEAP does not reimburse the home campus for any costs related to health and welfare benefits or sabbatical accrual; please note that vacation time is not accrued during EAP service. Due to coverage limitations of some UC health insurance plans, Directors may choose to change health insurance plans for the period they reside abroad, affecting monthly premiums, deductibles and plan coverage. A campus Health Care Facilitator http://atyourservice.ucop.edu/directories_contacts/index.html can provide more detailed information. UCEAP does not offer supplemental insurance coverage.

Business travel insurance coverage, including medical evacuation and/or repatriation services for Directors and traveling companions, is offered through UC Risk Services http://www.ucop.edu/risk-services/loss-prevention-control/travel-assistance/index.html.

MORE INFORMATION
For questions about application and interview processes or terms of appointment, contact UCEAP Human Resources Director Bryna Bock bbock@eap.ucop.edu. For questions that are program-specific, contact UCEAP Regional Director Mary McMahon mmcmahon@eap.ucop.edu. For more information about UCEAP, visit www.eap.ucop.edu.

TO APPLY

Please note: the application review process takes place in stages over the course of the full academic year, in accordance with UCEAP and UC Senate Committee on International Education (UCIE) search and selection protocol. Appointment decisions to be announced on or before July 1, 2014.
STEP 1  Prepare Application Materials

☐ Statement of Interest discussing qualifications and reasons for applying
☐ Curriculum Vitae
☐ Campus Endorsement Form

STEP 2  Obtain Campus Approvals for Appointment Release Time and Funding

☐ Present the Campus Endorsement Form along with a copy of this Position Description, to your Department Chair for signature approval and request that she or he forward to your Dean for signature approval.

☐ Monitor the signature approval process to ensure that the endorsement form is completed, signed and returned to you for submission.

STEP 3  Apply through UC Recruit https://recruit.ap.ucsb.edu/

☐ Create UC Recruit account https://recruit.ap.ucsb.edu/apply
☐ Enter requested application data online
☐ Upload all application materials and Campus Endorsement Form in PDF format