
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 $33,000 ($16,666 per quarter) for the appointment term listed above, 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 appointee, 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: ___________________________ ____________
VISITING PROFESSOR
JAPAN – Meiji-Gakuin University

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 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
The Global and International Studies Program at Meiji Gakuin University (MGU) provides a focused semester of study emphasizing a social sciences or humanities perspective, specifically in the areas of international relations and economic development in Asia; international conflict and peace studies; history; communications; sociology; Asian politics, society or cultural studies; religious studies, with attention to Japan in these fields. A required study trip each semester to Hiroshima takes place each term, as well as a weekly Integrative Seminar with directed individual or group independent study projects.

The Visiting Professor is required to: teach a course at MGU; lead the field trip and coordinate the weekly seminar of guest lectures; and, oversee student academic issues, host university relations, office and program administration, and student welfare, including health, safety and security. All coursework is in English. There is no language prerequisite for students, but study of Japanese is highly recommended for UC students during the program.

Approximate dates for the programs are early April to late December. The Visiting Professor needs to be on site at least five to seven days prior to the start of each semester. A new group of University of California students participates each semester; spring students may request an extension to fall but priority is given to first-time applicants.

ELIGIBILITY
Ladder-rank UC faculty in the social sciences, humanities, or other appropriate fields are invited to apply. Demonstrated campus service to UCEAP is desirable.

APPLICATION PERIOD
Deadline for primary consideration is October 30, 2013.

APPOINTMENT TERM
April 1, 2016 through December 31, 2016

HOST UNIVERSITIES AND CAPACITY
Meiji Gakuin University – approximately 25-30 UC students each semester

LANGUAGE SKILLS
- Visiting Professor - Japanese language ability is advantageous but not required.
- Students - There is no language prerequisite for students.
TEACHING
The Visiting Professor is required to teach one course related to issues of global or international interests and is also required to lead the weekly Integrative Seminar which consists of guest lectures and integrates the material covered in the program course; the Seminar includes independent or group studies by each student. Seven or eight seminar periods are covered by invited guest speakers.

The Visiting Professor will additionally provide a first week of foundational instruction comprising a common introduction to all program courses and lead the Hiroshima field trip each term.

OFFICE LOCATION
Meiji Gakuin University in Totsuka, a suburb of Yokohama, about 40 minutes to one hour by train from Tokyo Station. For more information see the university website www.meijigakuin.ac.jp/~kokusai2/.

OFFICE STAFF
A Meiji Gakuin staff member assists UC students and the Visiting Professor with many details of the program.

RECIPROCAL EXCHANGE
Managed by Meiji Gakuin University.

SPECIAL CONSIDERATIONS
This position is a UCEAP Visiting Professorship rather than a Study Center Directorship. Meiji Gakuin University has final approval and appointment of the UC nominee. The appointee must be able to conform to Japanese academic culture and must have relevant background and ability to teach in subject matter of the program. The Visiting Professor has significant responsibility for orientation upon arrival and for being easily accessible for the students’ concerns. The Visiting Professor must also be willing to intervene in any crisis situation involving UC students.

COMPENSATION

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

- UCEAP will provide the home campus department with replacement funds in the amount of $33,333.00 ($16,666 per quarter) for the appointment term, with appropriate adjustment for a semester-campus faculty appointment. The home department will provide instructions to UCEAP regarding the appropriate account to credit with these 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.

Stipend
The Visiting Professor remains on home campus department payroll and continues to receive regular salary from her or his department. For those on an academic year salary (9/12), UCEAP will additionally provide an administrative stipend based on the difference between his or her current UC academic year salary and a corresponding fiscal year salary, prorated according to the number of service months in-residence abroad.

Post Allowance
A post allowance (cost of goods differential), based on State Department rates, is provided to mitigate the costs of living abroad. In FY 2013-14, the post allowance rate is approximately $8,190 for nine months. The post allowance for this appointment will be based on the updated rates for 2014-15 and 2015-16, and will be prorated for the nine-month appointment term.
Travel
UCEAP will provide outbound and return airfare at lowest economy rate per pre-approved UCEAP quote between California and Tokyo for the Visiting Professor and, as applicable, the Visiting Professor's spouse and minor children (under 18 years of age) who will reside abroad for a minimum of one-quarter, plus transfer by train between Narita Airport and the residence in Shinagawa-ku.

Housing
MGU will provide furnished housing at no cost to you at Meiji Gakuin Kokusai Kaikan in Shinagawa-ku, Tokyo, and will provide a stipend to cover daily commuting costs from your residence to the Totsuka campus and back.

Relocation and Removal Expenses
UCEAP will provide reimbursement up to $500 for relocation of belongings to Tokyo and up to $500 for return removal of belongings to California.

Visa/Residency Permit(s)
UCEAP will provide reimbursement for costs associated with the Visiting Professor's visa as required for temporary residency in Japan (receipts are required).

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

STEP 1  Prepare Application Materials

☐ Statement of Interest discussing qualifications and reasons for applying
☐ A succinct proposal for the course you would like to teach, as well as your credentials for teaching in the program
☐ 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

For questions about the program contact Regional Director Linda York at lyork@eap.ucop.edu, and for questions about the application process and appointment terms contact UCEAP Human Resources Director Bryna Bock at bbock@eap.ucop.edu.