

UNIVERSITY OF CALIFORNIA EDUCATION ABROAD PROGRAM

FACULTY HANDBOOK SECTION ONE: Faculty Responsibilities, Recruitment and Selection

Information and Policies for Study Center Directors or Visiting Professors Serving Abroad

I. THE PROGRAM

The Education Abroad Program (EAP) was established by The Regents of the University of California in 1961 to give qualified students the opportunity to study and live abroad while registered on their UC home campuses. EAP Study Centers are located in **31 countries throughout the world**, associated with over **131 host institutions** and serving approximately **4,500 UC students from all UC general campuses**. In exchange, around **1,300 foreign students come to UC on EAP's Reciprocity Program**.

The Universitywide Office of the EAP (UOEAP) is located in Goleta, near Santa Barbara. EAP is an academic program, with an office on each campus administered by a faculty member, the EAP Campus Faculty Director.

The University Committee on International Education (UCIE) is comprised of one representative from each Division of the Academic Senate selected by the UC Committee on Committees. This Committee advises the Academic Council, the President of the University, and UOEAP on matters concerning EAP policies, future developments, selection of Study Center Directors, UC accreditation of courses taken abroad, and the establishment and promotion of effective communication between the program and the UC campuses.

EAP is guided by the following objectives:

- To create high-quality academic programs for UC undergraduate and graduate students which:
 - integrate them into the academic and social life of foreign universities and countries;
 - are embedded in their UC academic programs and allow them to make normal progress on their degrees and;
 - are offered at a cost comparable to the costs of studying on a UC campus.
- To strengthen ties with partner institutions abroad by providing opportunities for their students, faculty, and staff members to come to UC.
- To improve the abilities of UC students to study and communicate effectively in a foreign language.
- To develop student knowledge and skills which will allow them to operate in the international arena and to function as global citizens.

The three basic organizational units of EAP are:

- (1) the study centers abroad, which are established in cooperation with universities, other institutions, or providers of higher education in the host countries;
- (2) the campus EAP offices; and
- (3) UOEAP

The President of the University of California appoints Study Center Directors for periods ranging from one quarter to two years. Study Center Directors administer EAP's programs abroad, represent the University of California to host institutions, and/or coordinate with providers to mount EAP programs.

II. STUDY CENTER DIRECTORS

Directors have the responsibility for the operations and oversight of EAP Study Centers, and must fulfill academic and administrative functions, and provide oversight of student safety, security and conduct.

The Director safeguards the academic standards of the University of California. As a rule, the Director should be fluent in the language of the host country. The Director should be accepted as a professional colleague by people in her/his field in the host country. The Director should become familiar with the strengths of the institution(s) or programs linked to the center, and advise students and facilitate their enrollment in classes accordingly. Prior service on important UC Senate committees is especially helpful.

Directors' basic academic duties include:

Directors must remain available to UC students, including holding regular office hours. Specific duties include submission of annual report; timely preparation of information needed to obtain UC approval of new courses; developing and mounting the academic and cultural programs of the Study Center; orienting students to the host culture, country, and institution; facilitating student registration in courses and approving study lists; advising students on academic and related matters; managing student petitions; evaluating the students' performances; assigning final grades in consultation with professors and tutors in programs and/or the host institutions; overseeing independent study projects or internships; assisting with procedures for embedding EAP in the UC curriculum; ensuring that students complete and submit program evaluations; adding site-specific questions to the program evaluations; acting as a diplomatic liaison between UC and partner institutions; and advising and screening host university students who are interested in coming to the University of California as part of the reciprocity program. It is also a responsibility of Directors to interpret the culture of the host country to the students and to help them adapt to their new environment. They should provide guidance to UOEAP on ways to improve the academic quality of the program, feedback on the cultural and intellectual experiences of the students, and information on changes in the host country, institution, and educational systems. In some centers, the Director places EAP applicants into appropriate host institutions or programs and, in others, the Director teaches in the host university as a provision of his/her contract, or voluntarily. Where appropriate, Directors also provide information needed to develop new programs or review ongoing programs; advise host faculty exchange scholars coming to UC; and submit information or materials needed to develop marketing or outreach materials. At some Study Centers, the Director is encouraged to work with UOEAP to develop strategies to increase student enrollments.

Directors are responsible for the administration of the study center:

In coordination with UOEAP, directors supervise study center personnel (administrative and instructional), monitor and at behest of the Regional Director, assist with negotiations concerning contractual commitments (individual and/or institutional), acquire pre-approved for office equipment and fixtures, assist with student housing and IT issues and needs, and implement significant changes in the administrative organization or financial operation of the study center. Directors assume overall responsibility for managing, accounting for, and reporting on, funds allocated to the study center, and for managing disbursements, in conjunction with the approved Study Center budget as well as UC policy. The director upholds UC's principles of community at the study center. As ambassadors of the University of California, the Director provides liaison with the faculty and administration of the partner institution, the United States Embassy and other appropriate agencies. The Director may be asked to welcome and host visitors from UC, and outreach to alumni supporters. During trips to California or at the completion of the Directorship, some Directors will be invited to UOEAP for debriefing.

The Directors' Role in Student Health, Safety and Conduct

For oversight of student health, safety and security, the Director is on call 24 hours per day, seven days per week. Directors deal with student affairs such as monitoring and ensuring student health and safety, including students with mental and physical health issues or concerns; and counsel students on social, personal, and academic problems. The Director is required to continuously obtain current and reliable information concerning health and safety risks in the local environment, including program-sponsored accommodations, events, excursions and other activities; provide appropriate advice and warning to participants during orientation and regularly during the program to help them understand local conditions and customs that may present health or safety risks so they can minimize personal risk and enhance their individual safety; secure appropriate medical and professional services and help participants obtain the services they need; and inform the UOEAP Regional staff in the event of health problems, injury and/or other significant health and safety concerns.

The Director may be required to mediate student complaints or concerns. The Director will stress applicable codes of conduct, the responsibility for students' personal behavior, and the consequences of non-compliance with such codes. In consultation with the Regional staff, the Directors take appropriate action when participants are in violation of student conduct codes. The Director will work with the UO academic faculty and staff on cases of academic misconduct.

Although the students do not have an unlimited claim on the Director's time, a Directorship may, during complex student incidents, health or safety crises, disciplinary problems, or other emergencies, become a 24/7 responsibility. Such emergency issues are managed by Directors in close coordination and consultation with the appropriate UOEAP Regional Team and the UOEAP Health/Safety Analyst.

Directors are provided with information and policies concerning all Directorship responsibilities during the New Directors' General Orientation conducted in Santa Barbara each spring.

The Director's research interests in the host country will facilitate professional relationships with colleagues as well as the Director's own professional advancement. It must be recognized, however, that the appointment to a directorship is not made primarily to facilitate research, and that time available for research, especially in the larger Study Centers, will be limited.

III. VISITING PROFESSORS

UOEAP offers UC faculty opportunities to serve as Visiting Professors for two semesters. *Although the emphasis of this appointment is on teaching and academic oversight, this appointment also includes some Directorship responsibilities.*

At present, UOEAP offers only one Visiting Professor opportunity at Meiji Gakuin University in Yokohama, Japan. This position involves teaching one or more courses in Social Sciences (Global Studies, International Studies, Political Science, and Economics) and leading a weekly seminar and study trips to Hiroshima and Kyoto. Administrative responsibilities for this position include crisis management; on-site student orientation; and academic advising and grading. Visiting Professors are required to submit a comprehensive report at the end of their terms. This position is considered an administrative appointment, so the appointment is made, after interviews and consultation among UOEAP administrators, the chair of the Campus Faculty Directors, and the chair of UCIE, by the Universitywide EAP Director in coordination with the host institution.

Fluency in Japanese and a broad knowledge of Japan are highly desirable.

This appointment is available for the following term:

- April 1 through December 31, *with August off*

IV. POLICY STATEMENT

Appendix A is a UCIE policy statement with detailed information on faculty interview and appointment procedures.

APPENDIX A:

SELECTION OF DIRECTORS FOR EAP STUDY CENTER DIRECTORSHIPS

Interview and Appointment Procedures

After a preliminary screening of applications, EAP representatives will interview candidates soon after the application deadline.

A UOEAP panel will conduct the first round of interviews at the candidate's home campus. Finalists selected by a UOEAP short-list committee will receive a second interview with the UCIE Chair and the Universitywide Director of EAP, at a Northern or Southern California location to be determined.

The information contained in the applications and obtained in the interviews is made available to UCIE. UCIE reviews these materials and submits its recommendations for directorship selections to the President of the University. The Universitywide Director of EAP also submits his independent recommendations to the President. The President of the University, then, issues the formal announcement letter. After the President's announcement letter is issued, the Universitywide Director of EAP sends

a more detailed appointment agreement to the appointee that outlines the terms and conditions for the appointment, including compensation.

A. The following are essential qualifications for a Study Center Director:

1. A Study Center Director must be a tenured faculty member of the Academic Senate, a Lecturer with Security of Employment, or a Professor Emeritus. Some Adjunct Professors also may be eligible to apply.
2. A Study Center Director should have a substantial interest in students and a record of working successfully with them. Highly relevant to assessing this qualification are the candidate's history as an effective teacher and academic adviser, the candidate's experience with students' larger intellectual and personal development across a broad range of undergraduate student life, and the candidate's ability to help students understand other cultures.
3. A Study Center Director should have extensive knowledge of the culture of the host country, including its academic values and the structures of its universities and faculties. This qualification demands a high level of proficiency in speaking, reading and writing the language of the host country. A significant period of residence within the host country is highly relevant.
4. A Study Center Director should have adequate knowledge of all campuses of the University of California, their academic programs, and their administrative structures to provide appropriate academic advising to UC students at a specific Study Center as well as to help students from the host institutions to evaluate and apply to specific UC campuses under reciprocal exchange arrangements.
5. A Study Center Director should have demonstrated administrative ability or experience. The management of a Study Center generally demands that the candidate be an effective administrator.

B. The following are additional important criteria that will be used in evaluating applicants:

1. A Study Center Director should ideally be knowledgeable about the academic goals, ethos and structure of the UC Education Abroad Program.
2. A Study Center Director ideally should have resided for a substantial period within the United States and be able to demonstrate a comprehensive knowledge of American culture, including the diverse cultural experiences of immigrants, minorities and Native Americans.
3. A Study Center Director ideally should have a substantial record of scholarly achievement.
4. A Study Center Director ideally should have substantial research interests in the host country. (Applicants should understand, however, that at certain Study Centers, the time available for research is limited.)

C. The preceding essential and ideal qualifications are not likely to be present with equal strength in any candidate. Within the framework of choosing the best applicant from the entire UC system, the qualifications of the candidate will be weighed against certain other considerations:

1. *Ad hoc* criteria may come into play during a search, based on the specific programmatic needs of a given Study Center at a given time. For example, a host university may request the appointment of a Study Center Director with teaching and/or research expertise in a certain discipline or proposed or ongoing EAP program development may require specific scholarly or administrative expertise.
2. The number of above-scale appointments will necessarily be limited, lest the cost of the program become too great.
3. It is in the interest of the University that directors return to their home campuses after service overseas so that their advice may be available and their campuses enriched by virtue of their experiences abroad.
4. Former Directors are eligible to apply for directorships, and their applications will be reviewed in the same manner as for all other applications. Previous Study Center directorship experience will be balanced against the institutional benefits of offering Study Center directorships to faculty who have not previously held such positions.
5. The appointment of an incumbent Director may, upon the recommendation of the University Committee on International Education (UCIE), be extended for a period not to exceed one year.

6. Because the Study Center Director will have to advise students from all UC campuses, significant UC experience beyond the applicant's home campus (e.g., service on systemwide Academic Senate committees, relationships with colleagues and students at other UC campuses, etc.) may prove to be a decisive advantage.

Applicants should be aware that the competition for these positions is systemwide. In many cases a search results in a pool of several highly qualified candidates, only one of whom can be appointed for a given term.

Approved by the University Committee on International Education: 1972
Revised: 7/80, 10/80, 10/83, 4/92, 9/93, 4/94, 2001, 2002, 2003, 2007, 2008