GEN Faculty/Staff Exchange

Application Process and

Program Leader Job Description

GEN Faculty/Staff Exchange

GEN Faculty/Staff Exchange applications are accepted by the International Programs Office and are made available to facilitate faculty/staff exchanges and visits among GEN colleges. The intent is to enhance the professional development of faculty/staff and further international understanding. The exchanges and visits are best conducted at the time of student exchange groups going so that the faculty/staff can also serve as a GEN Program Leader. Each outbound student GEN program has a designated GEN Program Leader for the student exchange program. The International Programs Office supports travel expenses for faculty/staff exchanges and visits to GEN Institutions for a variety of purposes, the most common being as a GEN Program Leader. Exchange awards can be granted for a minimum of 2 weeks to a full semester of study.

GEN Program Leader Job Description:

Ideally, the GEN Program Leader will be a Kirkwood full-time faculty/staff with an appreciation for the international experience and for other cultures. The GEN Program Leader should be able to exhibit an ability to be flexible, problem-solve and have experience in managing crisis. Good communication skills and an appreciation for diversity and cross-cultural experiential learning are also a must. In all cases the GEN Program Leader will work very closely with Kirkwood’s International Programs Office to ensure that all program plans and policies are followed. Duties are as follows:

- Assist with Program Marketing and Student Recruitment, Screening and Selection
- Conduct a minimum of 3 pre-departure orientation meetings with students in conjunction with teaching 3-credit GLS-120 or Equivalent Academic Course that is aligned with the program.
- In-country learning facilitation of student journals and projects
- Conduct a minimum of 1 Post-program meeting with students
- Supervise and monitor student participation throughout exchange and provide appropriate feedback to students where required.
- Accompany students at the following times:
  - Travel out and in bound
  - Travel related to the formal components of the short exchange
  - Designated components of the short exchange including cultural/social events, which require staff assistance and supervision
- Risk Management Planning and Reporting in conjunction with International Programs Policies to include immediate reporting to Kirkwood International Programs of any Health Incidents or Behavioral Issues.
- Student Liaison - ensure each student is linked to the faculty member/academic department at the host institution that is appropriate for their program
• Crisis Manager - In the case of crisis, serve as point for communicating with International Programs Office at Kirkwood and at the Host Institution to take appropriate course of action. As part of this, read and understand study abroad contract and student paperwork. Study Abroad Leaders will be given a “football” packet to carry with them on the program that includes all student documentation and crisis policies. Notify Kirkwood International Programs of any significant changes which may impact program.

• Serve as Kirkwood Representative to the GEN institution - Meet with faculty counterparts at the Host Institution as well as their International Programs staff to facilitate continuing of close relationship between our institutions

• Learn about host institution’s operations vis a vis faculty’s academic area and explore how we can develop more partnerships with host institution, provide advice on curriculum and exchanges.

• Monitor students progress in the program - Check in regularly with students and host institution staff to ensure experience is going well

• Adhere to Kirkwood Faculty Code of Conduct in performance of all duties

• Submit Program Evaluation Report on completion of program to include a PowerPoint presentation for use on the International Programs web site.

How To Apply

1. Review the job description for the Program Leader carefully (above)
2. The Faculty/Staff leader must have approval from their Dean to participate in the program. Prior to applying, the applicant should have a conversation with the Dean to ensure that this is an approved activity. It is also recommended that Faculty discuss with the International Programs Director the potential to better understand the mission/vision of GEN.
3. Complete the GEN Faculty/Staff Program Leader Application Form clearly outlining the objectives for the visit
4. If the exchange is to be conducted at a different time than the student exchange program, a detailed budget should also be included outlining travel costs, accommodation costs, etc. Budget is not required if the timing coincides with a student exchange.
5. Submit the completed application to the International Programs Director
6. All applications will be reviewed by the Faculty Selection Committee and notified of a decision a minimum of 3 months prior to group departure.

Criteria for Selection (All applicants must be a full-time faculty or staff of Kirkwood Community College)

- Goals and objectives of the exchange or visit must be clearly identified in the application outlining the program area match of the applicant and GEN institution (30 points)
- Number of students from applicants area participating in the exchange for this group (30 points)
- Past experience hosting GEN programs and knowledge of GEN programs (20 points)
- The benefits of the exchange or visit for the college, department, and the individual must be identified clearly in the application. (10 points)
- The exchange area must be consistent with the goals of GEN and there needs to be a good match in academic program at the institution you will visit that is in line with the strategic priorities of GEN. (10 points)

See www.globaledunetwork.org for more information about GEN and/or discuss with Kirkwood’s International Programs Director.