

Grinnell-in-London and Grinnell-in-Washington, DC Faculty Application Process for Teaching FALL 2011

Faculty Application Process

The faculty application process is two-step:

1. Faculty members are asked to submit a Preliminary Faculty Application by **5pm on Friday, October 23, 2009**.
2. If the board selects their application for further review, faculty members are asked to submit an Expanded Faculty Application by **5pm on Friday, January 29, 2010**.

Eligibility

Faculty applicants must meet the following criteria:

1. Faculty member must have tenure.
2. Faculty member must be on campus as needed during the academic year prior to teaching on GIL/GIW for student recruitment, advising, application review, and pre-orientation.
3. Faculty member must gain the support of their department and department chair for this proposal.

Preliminary Faculty Application (Due October 23, 2009)

The Preliminary Faculty Application requests that you list your proposed course or courses and provide a brief catalogue description plus one paragraph of commentary. GIL faculty teach two courses of their own design or one such course combined with co-teaching the internship seminar and supervising interns; therefore provide either 1 or 2 course descriptions. If you are open to either option, please propose both and indicate which you prefer (circle appropriate y/n on the application). GIW faculty teach one course of their own design, teach the internship seminar, and supervise interns; therefore provide only 1 course description. At least one of the applicant's courses should be offered without prerequisites. Highly specialized courses likely to appeal only to a small number of advanced majors should be avoided. For GIL, the Phase II course may have a Phase I course as a prerequisite.

Criteria for Selection

The Off-Campus Study Board will identify proposals best suited for a particular semester by making a balanced appraisal of the following:

1. Excellence and appeal of proposed course(s): academic quality, clarity of course goals and expectations, use of site and its resources (field trips, people, museums, events, organizations, etc.), relation to departmental and College curriculum, appeal and accessibility to students.
2. Relation of proposed course(s) to other elements of the program curriculum: degree to which it or they complement(s) other course offerings and/or contribute(s) programmatic variety, and, in the case of GIW, fits with the policy-oriented emphasis of the program.
3. Faculty development potential: degree to which the faculty member's teaching and/or scholarship will benefit from participation in the program.
4. Faculty member's commitment to and availability for recruiting students to attend the program.
5. Department support: ability of department to accommodate your absence and degree to which department sees proposed course(s) as valuable for majors or other student constituencies.
6. All other things being equal, the board will favor proposals from faculty members who have not taught on this program before.

Procedure for Submitting a Preliminary Faculty Application

Please send an electronic version (Word attachment) of your Preliminary Faculty Application to Angie Story (story@grinnell.edu) and Neela Nandyal, Assistant Director of OCS, (nandyaln@grinnell.edu) by 5pm on October 23, 2009. The approval of your department chair may be submitted via email as well.

Selection of Preliminary Faculty Applications

The OCS Board will review all Preliminary Faculty Applications using the criteria listed above. Faculty applicants will be contacted by early November and informed of whether the board would like them to submit an Expanded Faculty Application.

Grinnell-in-London and Grinnell-in-Washington, DC
PRELIMINARY Faculty Application
Deadline: October 23, 2009

Name: _____ Dept: _____

Program: Grinnell-in-London Fall 2011 _____ Grinnell-in-Washington Fall 2011 _____

If applying for GIL are you willing to either teach two courses or one course/internships? Y/N

If YES: Which option do you prefer? 2 courses or 1 course/internships

If NO: Which option are you applying for? 2 courses or 1 course/internships

I will be on campus as needed fall 2010 and spring 2011
to help with recruitment, advising, applicant review, and pre-orientation:

applicant signature & date

I support this candidate's proposal and understand that if selected, I agree to complete the required statement from the department for an expanded proposal due January 29, 2010. The department understands that a replacement cannot be automatically made for the courses the GIL/GIW faculty member would have taught on campus. Requests for replacement will be considered in the context of staffing needs prioritized by the department and the college as a whole.

dept. chair signature & date

Proposed Course(s) Please list course title(s) below. Additionally, attach a separate sheet for each course with brief course description and explanation of how the course would fulfill selection criteria 1 and 2 as stated below:

1. *Excellence and appeal of proposed course(s): academic quality, clarity of course goals and expectations, use of site and its resources (field trips, people, museums, events, organizations, etc.), relation to departmental and College curriculum, appeal and accessibility to students.*
2. *Relation of proposed course(s) to other elements of the program curriculum: degree to which it or they complement(s) other course offerings and/or contribute(s) programmatic variety, and, in the case of GIW, fits with the policy-oriented emphasis of the program.*

Internship Supervision - If applicable, please explain on an attached sheet your background and ideas for teaching (or co-teaching in London) an internship seminar and overseeing internships.

General Criteria – attach a sheet on which you address the selection criteria 3-6 as stated below:

3. *Faculty development potential: degree to which your teaching and/or scholarship will benefit from participation in the program.*
4. *Your commitment to and availability for recruiting students to attend the program.*
5. *Department support: ability of department to accommodate your absence and degree to which department sees proposed course(s) as valuable for majors or other student constituencies.*
6. *All other things being equal, the board will favor proposals from faculty members who have not taught on this program before.*

Expanded Faculty Application

Only upon request by the OCS Board, the faculty applicant should submit an Expanded Faculty Application. This application has two parts:

PART I: Faculty should prepare a detailed **course proposal** utilizing the resources of the site (London/UK or DC) with an understanding of the limitations (different access to computer facilities, labs, libraries, etc.). Additionally, the course must relate to the faculty member's experience, teaching, or research interests. The course proposal should contain as much information as possible with regard to the following matters:

1. Objectives
2. Modes of learning and subject matter (e.g., readings, lectures, discussions, independent research, trips, field work, attendance at events, written and oral reports)
3. Testing, grading, and evaluation procedures
4. Course schedule/outline:

LONDON: Phase I courses cover nine weeks with two weekly class meetings: two-hour periods on either Monday and Wednesday or Tuesday and Thursday. Friday through Sunday can be used for some course-related activities and for class trips outside London. Instructors should bear in mind that students will be taking more than one course, will need leisure time, and must have the opportunity to complete course preparations and other assignments. Typically Phase I courses have only one out-of-town field trip, with the rest of the field trips held during class time or on carefully scheduled evenings or weekend times. Phase II non-internship courses cover six weeks with three weekly class meetings: two-hour periods on Monday, Tuesday, and Wednesday. Because students take only one course in Phase II, more frequent and/or extended field trips are possible than in Phase I. Up to two multi-day field trips and several one-day or part-day local trips are possible.
5. DC: your course will meet once a week for three hours on Friday. Field trips, speakers, and events may be scheduled throughout the semester, keeping in mind that students have internships M-Thurs all day from September through November.
6. Registration and background information:
 - Course name.
 - Course department identifier (ex. HUM).
 - Cross-listing possibilities, if any.
 - Course number (ex. 195 or 295 or 395).
 - Course prerequisites (typically none).
 - Short description of the course suitable for the GC Catalog.
 - List of proposed field trips.
 - Special budgetary needs for field trips, materials, admissions charges, guest speakers, library access, etc.

PART II: You must provide a **written statement signed by your department chair** explaining how your department will accommodate your absence and how the proposed course or courses relate(s) to the college and department curriculum (e.g., whether it or they would count toward a major or concentration requirement or elective and what students would most likely be interested). If you are the department chair, the statement must be approved by your department via email or at a regular department meeting. The statement should be emailed directly to Angie Story (story@grinnell.edu) and Neela Nandyal, Assistant Director of OCS, (nandyaln@grinnell.edu) by 5pm on Friday, January 29, 2010.

Procedure for Submitting an Expanded Faculty Application

Please send an electronic version (Word attachment) of your application to Angie Story (story@grinnell.edu) and Neela Nandyal, Assistant Director of OCS, (nandyaln@grinnell.edu) by January 29, 2010.

Selection of Faculty Participants

The OCS Board will select the faculty participants for GIL/GIW and inform the applicants before Spring Break.