

University of Hawai'i at Mānoa
Study Abroad Center
Semester/Year Program Faculty Resident
Directorship
Application Guidelines



Florence, Italy
London, England
Kōbe, Japan - Year
Machida, Japan
Paris, France
Seville, Spain
Shanghai, People's Republic of China
Sydney, Australia

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Memorandum

To: Prospective Applicants, UHM Study Abroad Faculty Resident Directors

From: Council on Study Abroad

Re: Critical Pointers in Completing Application

Aloha,

We welcome your interest in applying for the position as Resident Director for one of our Study Abroad Programs. It presents an invaluable experience for students and faculty alike. Before embarking on the application process please read this memo carefully.

Being a Resident Director is a big responsibility. For that reason, the application process is rigorous and takes considerable time and effort on both your part to complete and ours to assess. This is a competitive process in which *all* parts of the application are evaluated.

The following points are especially critical:

Applications: only complete applications will be considered. It is up to the applicant to ensure that all required documentation is submitted by the deadline. The applicant should **pay special attention to the page limits for each section of their application.**

Teaching Evaluations: your teaching evaluations **must be summarized (no raw data)** and prepared by someone other than the applicant (e.g., ECAFE or evaluations summarized by a colleague).

Professional Enrichment/Scholarship Plan: your statement must contain a specific proposed plan of study that indicates how the Resident Directorship appointment will help your development as a faculty member. This statement may outline a research project, teaching/curriculum development, or other relevant objectives. Your achievements are to be described in your final report upon your return to the university.

Semester/year Resident Directors who will be teaching courses, the following points are also important:

- **Courses:** while usually discipline-specific, courses should be **designed for a wide range of students and the content must be related to the program site location. Applicants must submit two site-specific courses. For Year-in-Japan Program at Konan University:** Please offer only one course per term (totaling two classes for the year). The administrative duties in the program are much more extensive than in other locations.
- **Syllabi:** your syllabi must be complete, clear, and concise with texts, assessments, weekly topics, readings, and suggested field excursions explicitly outlined. Of particular importance is the high value placed on the academic quality of the Student Learning Objectives (SLOs), which should also incorporate some outcomes particular to the specific Study Abroad experience. A sample application syllabus is available on the website. While not mandatory, E-, O- and W-focus course offerings are strongly encouraged.

All Resident Directors must be prepared to devote considerable time during the semester prior to their appointments to recruitment activities **that highlight Study Abroad** Statement on Hawaiian Place of Learning and pre-departure cultural training sessions. Mahalo for your kind attention to these important details.

UHM Semester/Year Faculty Resident Directorship Application Guidelines

Applications for Multiple Programs and Terms: A faculty member may apply for multiple programs and terms (fall/spring) simultaneously. However, applying for more than two locations might weaken the application as each application must focus on the site-specific resources. It is also recommended that the faculty must indicate the location(s) and term preferences.

1. Course Syllabus: maximum of 8 pages each

The course syllabus represents a most critical part of your application. It should reveal considerable thought regarding how the content relates to the specific study abroad locale. **Do not use an already existing course that has no relevance to the program site.** Please review and incorporate the Study Abroad Center Student Learning Outcomes as appropriate. (9/09)

<http://www.studyabroad.hawaii.edu/about/student-learning/>

Your course syllabus will be provided to students and posted on the Study Abroad Center website so that students are informed of the course requirements. (8/10) In all other respects it should contain *all* the following and represent a finished product. (4/24/09)

- a. Description of the purpose or objectives of the course(s) and student learning objectives (SLOs). The Study Abroad SLOs can easily be incorporated in the course SLOs.

<http://www.studyabroad.hawaii.edu/about/student-learning/>

Appropriateness of the course(s) in relation to the overseas setting. For example, please describe how the environment, people, university or college resources may be utilized to maximize the potential outcome of the course(s). Why is it impactful that your courses be taught in a particular location abroad?

- b. Course alpha, number, title(s) and the number of credits. Pre-requisites, if any.
- c. Detailed course description(s); syllabus/syllabi and student learning objectives **including reading lists**. While discipline-specific, courses should be designed for a wide range of students and the content must be related to the program site location.

Syllabi: a maximum of 8 pages. Your syllabi must be complete, clear, and concise with texts, assessments, weekly topics, readings, and suggested field excursions explicitly outlined. Of particular importance is the high value placed on the academic quality of the Student Learning Objectives (SLOs), which should also incorporate some outcomes particular to the specific Study Abroad experience. While not mandatory, E-, O- and W-focus course offerings are strongly encouraged.

The applicant may propose either sophomore or upper division courses (or one at each level). It is encouraged (not a requirement) that the proposed courses fulfill the current UHM general education and/or graduation, (core, foundations, diversification, focus) major, or elective credit requirements. Offering courses that fulfill general education and or graduation requirements will help with student recruitment for the program.

- In 2023 the General Education Committee (GEC) made the decision to allow **Study Abroad instructors to apply for one-semester, instructor-based Focus designations** for one or more of the Study Abroad courses. Instructors may use the instructor-based Focus form for Study Abroad found on the Proposal Forms webpage of the Gen Ed website to submit their

Focus request, and should follow the published deadlines for the semester in which they plan to teach abroad.

- d. Each course must be taught at 37.5 instructional hours. Please design your syllabi according to the # of weeks per term. For example, London has 12 weeks of instruction in the Fall and 11 in the Spring. Other programs such as Paris and Seville are 14 to 16 weeks long. If you provide a course syllabus for fourteen weeks - similar to UHM - you will be able to adjust your teaching once you are abroad.
- e. The rubrics by which the students will be evaluated on the student learning objectives. Indicate also percentage for each criterion (totaling 100 per cent) for example, exams, term papers, attendance, etc.

2. *Personal Statement: maximum of two pages*

Respond to the following:

- a. Why would you like to be a resident director?
- b. How would you integrate academic and experiential components of the program?
- c. What skills, abilities, and knowledge make you an effective Resident Faculty Director?
- d. Explain how you plan to support and help students as a Resident Director. Provide examples from your experience to illustrate how you have done so and how you will do so abroad.

3. *Professional Enrichment, Research, Scholarship Plan: maximum of one page*

Your statement must contain a proposed plan of study that indicates how the Resident Directorship appointment will help your development as a faculty member. This statement may outline a research project, teaching/curriculum development, or other relevant objectives. Your achievements are to be described in your final report upon your return to the university. Consider how the Resident Directorship appointment will benefit the University in the next few years?

4. *A Confidential Recommendation Letter from your Department Chair*

The Department Chair's confidential letter should be sent directly via filedrop to uhmsac@hawaii.edu or sarita@hawaii.edu

Please ensure that the Department Chair's letter addresses the following:

- a. Your teaching ability
- b. Rapport with students
- c. Whether you have demonstrated ability to be responsible for and responsive to students' multiple needs in an overseas environment
- d. Your ability to work cooperatively with diverse groups

5. *A Summary of Teaching Evaluations: maximum of 5 pages*

Submit summary evaluations of four most recent consecutive semesters/summers that contain the summary ratings for each question on the evaluation and a list of all comments made by students. It is to be done by someone else in your department and attested by the person. Do not include raw evaluations.

(4/24/07)

6. *Curriculum vitae: maximum of 5 pages*

This should include the main information about your education, teaching and previous positions, courses taught, publications and a *select list* of your last 5 years of professional service (e.g., conferences, talks, professional associations)

7. Student Recruitment Plan for the Program: maximum 1 page

Our programs are open to all UHM, System and non-UH students. The Center's Study Abroad plan is (delete previous) to increase the number of aboriginal Hawaiian, first generation, Pacific Islander and minority students to participate in Study Abroad programs. Refer to the Study Abroad Center's statement on Hawaiian Place of Learning.

Address how you would reach out and engage the aforementioned group of students to participate in the program that you plan to lead.

8. SAC Form 2 - Semester/Year Faculty Resident Director Application Checklist and Signatures

Obtain appropriate signatures from your department chair and dean.

9. Application submittal

One Pdf electronic submittal to: uhmsac@hawaii.edu

Do not include the confidential reference letter in the electronic submission.

Please ensure that the confidential reference letter is either sent to the address below or filedropped to uhmsac@hawaii.edu and sarita@hawaii.edu

University of Hawai'i at Mānoa Study Abroad Center
1890 East West Road, Moore 115
Honolulu, HI 96822

10. Inquiries

Sarita Rai, Director | sarita@hawaii.edu | 808-956-4738 |

R: 12/11/23